Manitoba

Annual Report 1985 - 86

Government Services

April 1, 1985 - March 31, 1986

MANITOBA

MINISTER OF GOVERNMENT SERVICES
WINNIPEG R3C 0V8

The Honourable George Johnson
Lieutenant-Governor of Manitoba
Room 235 Legislative Building
Winnipeg, Manitoba
R3C 0V8

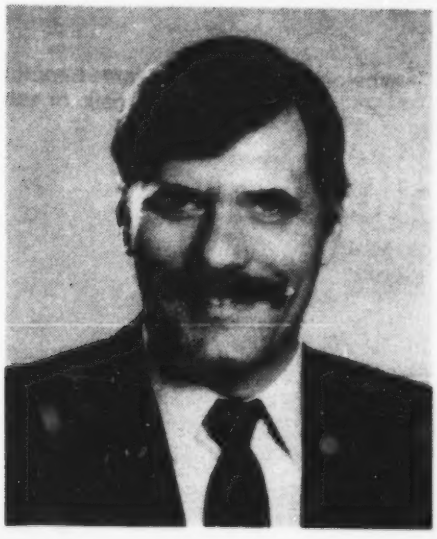
May It Please Your Honour:

I have the privilege of presenting for the information of Your Honour the Annual Report of Manitoba Government Services for the fiscal year ending March 31, 1986.

Respectfully submitted,

H Harapiak

Harry M. Harapiak
Minister



Manitoba

Deputy Minister of
Government Services

550-500 Portage Avenue
Winnipeg, Manitoba
R3C 3X1

The Honourable Harry M. Harapiak
Minister of Government Services
Legislative Building
Winnipeg, Manitoba
R3C 0V8

Mr. Minister:

I hereby submit for your approval the 1985/86 Annual Report of Manitoba Government Services.

During 1985/86, the department went through a period of self assessment that included a continued review of organizational structures to improve overall planning capabilities and operating performance. A structured planning calendar was developed to guide the department's management planning activities and an extensive environmental analysis was undertaken as the first step in the formation of a departmental multi-year plan.

The department's energy-saving activities have also been maintained through the increased acquisition of compact vehicles and the continued application of the Energy Management Program in government buildings. In fact, the Energy Management Program achieved its 1985/86 objective of a 22% reduction in energy consumption.

Construction, renovation and fire and safety upgrading of government buildings also continued throughout the year with the most notable project being the completion of the Flin Flon Provincial Building.

The department looks forward to further success in the aforementioned areas along with the implementation of new programs and continued provision of quality service to client departments.

Respectfully submitted,

E Harbottle

Eric Harbottle
Deputy Minister

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Figure #1

Organization Chart

As at March 31, 1986

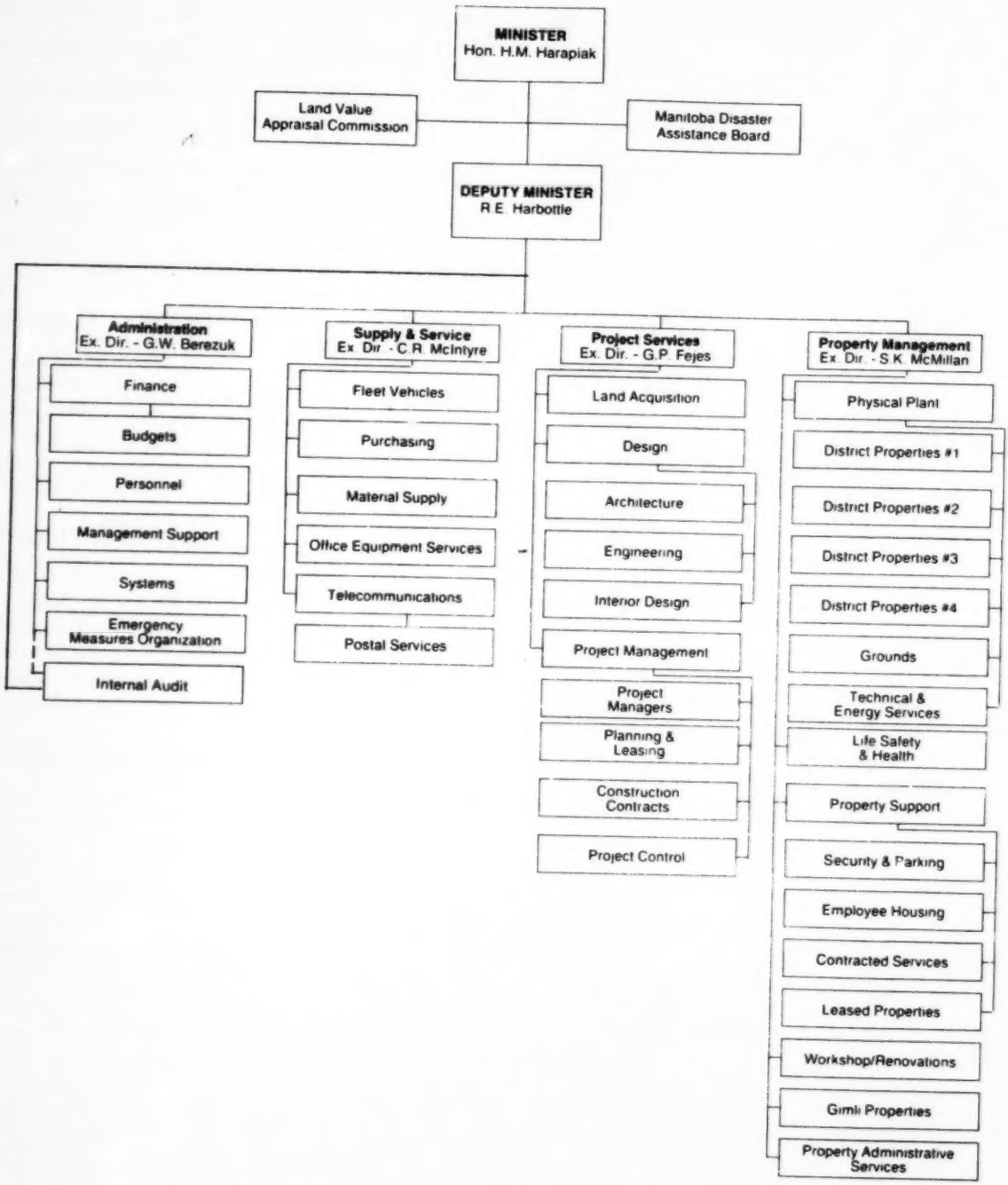
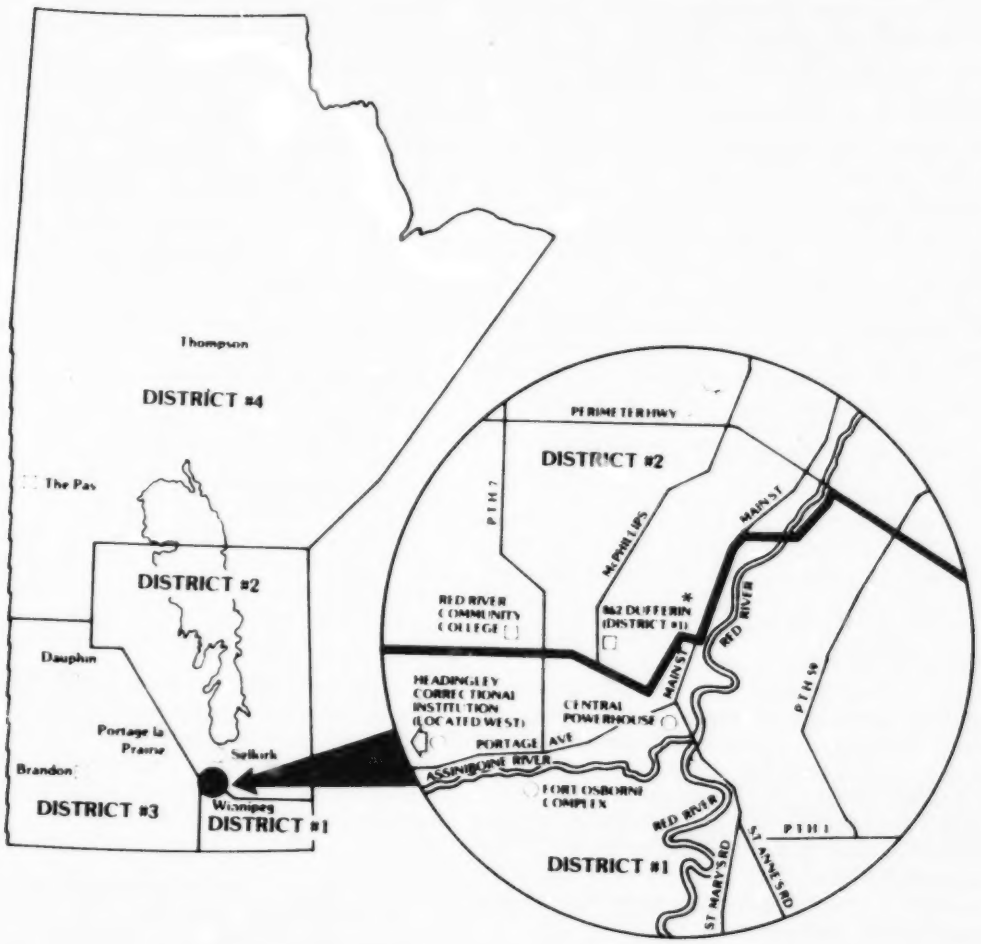


Figure #2

District Service Map



* Although located in District #2, the office at 862 Dufferin is the District #1 Headquarters.

LEGEND

- District Office
- Zone Office (Represents Locations of Government Services Maintenance Operations).
- Winnipeg Area included in above circular map.
- District Boundary

Preface

Mandate

Manitoba Government Services is charged with responsibility for providing a wide range of central support services to government programs. Services fall under the general categories of central services, supply services, and property services. The department operates and delivers services under authority of the following Acts of the Consolidated Statutes of Manitoba:

The Emergency Measures Act E80
The Expropriation Act E190
The Government House Act G80
The Government Purchases Act G90
The Land Acquisition Act L40
The Public Works Act P300.

In addition, policies specific to departmental programs are documented in the General Manual of Administration and various Manitoba Government Services manuals, catalogues, and publications.

Manitoba Government Services is a central service agency within government. The department consults clients as to their needs and expectations and provides services according to policies and standards approved by Cabinet or Treasury Board. Manitoba Government Services acts in an advisory capacity to Cabinet and Treasury Board in the development of policies and standards required to provide efficient and effective service.

During the 1985/86 Estimates process, Treasury Board directed the department to expand its operating mandate to include an element of control. In its expanded control role, Manitoba Government Services is faced with the challenge of investigating and proposing service provision alternatives to Treasury Board and Cabinet. By instituting a control emphasis, the department is striving proactively to assist the government in realizing overall cost-savings and fostering appropriate planning.

Organization

During 1985/86, Manitoba Government Services continued to review its organizational structure to improve its planning capabilites and operating performance. The Land Acquisition Branch was the subject of an organizational review and, as a result, made internal changes to restructure its approach to land appraisals, negotiations, and acquisition.

The departmental organizational structure is depicted in Figure #1. It calls for a clear definition of divisional objectives and accountability at each level of program delivery. The intent is to provide the functional organization and senior management with the strength required to assume full responsibility for providing departments with support services. The role, responsibilities, and year-end staffing of the four divisions are outlined in the following information.

- **Administration** has a staffing complement of 68 staff years (SY's) and is responsible for providing central administrative services in support of the delivery of departmental programs. These include management planning, policy analysis, program evaluation, financial management, human resource management, general administration, internal audit, payroll services, affirmative action programming, communications coordination, and development of automated systems. In addition, the division is responsible for coordinating activities during major civil emergencies within the province.
- **Supply and Services** has a staffing complement of 172 SY's and is responsible for providing centralized supply services in support of government programs. These include government fleet vehicles, purchasing, materials management, office equipment, telecommunications, and postal services.
- **Project Services** has a staffing complement of 111 SY's and is responsible for planning, designing, and coordinating building construction and acquiring leased space in support of government programs. In addition, the division provides real property appraisal, acquisition, and disposal.
- **Property Management** has a staffing complement of 846 SY's and is responsible for providing administration and decentralized services related to the ongoing operation and maintenance of government property. These include renovations, construction, grounds, security, parking, employee housing, lease management, contracted services, energy management, and safety. Most of these services are delivered on a district basis according to the map portrayed in Figure #2. Management of Gimli Properties also comes under the jurisdiction of this division.

In addition to the four divisions, there are two independent bodies, the Land Value Appraisal Commission and the Manitoba Disaster Assistance Board, which report directly to the Minister. Their roles, responsibilities, and year-end staffing are as follows:

- **The Land Value Appraisal Commission** has six members with a supporting staff complement of two SY's. The Commission determines and certifies due compensation for the acquisition of land by any designated authority with a power of purchase or expropriation. A Commission hearing can be initiated by the acquiring authority or landowner. Commission decisions are binding on the acquiring authority, but not on the landowner, who can take expropriation matters to the Court of Queen's Bench. In compliance with Section 13 of The Land Acquisition Act, an annual report is provided by the Chairperson (Appendix "A").
- **The Manitoba Disaster Assistance Board** has three members supported by a Secretary. It is responsible for communicating government policy on disaster assistance, making decisions concerning payments in response to disaster assistance claims, and investigating and reporting to the Minister on disaster assistance matters. The Board provides a readily activated mechanism for dealing with damage-related matters as the result of natural or human-made disasters. Appendix "B" provides a synopsis of Board activities during the fiscal year.

A comparative summary of the department's actual expenditures, with planned expenditures and variance explanations for 1985/86, is depicted in Figure #3.

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1986

Appropriation	Actual	1985/86 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(1) 08-1 ADMINISTRATION					
(a) Minister's Compensation	9.1	9.8	(0.7)	(7.1)	
(b) Executive Administration					
Salaries	323.6	253.0	70.6	27.9	1
Other Expenditures	33.5	49.1	(15.6)	(31.8)	2
	357.1	302.1	55.0	18.2	
(c) Management Support					
Salaries	164.5	159.2	5.3	3.3	
Other Expenditures	13.2	15.0	(1.8)	(12.0)	
	177.7	174.2	3.5	2.0	
(d) Finance & Budgets					
Salaries	578.7	630.6	(51.9)	(8.2)	
Other Expenditures	125.0	98.3	26.7	27.2	3
	703.7	728.9	(25.2)	(3.5)	
(e) Personnel & Payroll					
Salaries	350.2	398.9	(48.7)	(12.2)	
Other Expenditures	55.9	56.3	(0.4)	(0.7)	
	406.1	455.2	(49.1)	(10.8)	
(f) Systems					
Salaries	166.8	173.5	(6.7)	(3.9)	
Other Expenditures	51.0	69.4	(18.4)	(26.5)	4
	217.8	242.9	(25.1)	(10.3)	
TOTAL 08-1	1,871.5	1,913.1	(41.6)	(2.2)	
(2) 08-2 PROPERTY MANAGEMENT					
(a) Executive Administration					
Salaries	350.1	334.0	16.1	4.8	
Other Expenditures	86.3	82.8	3.5	4.2	
	436.4	416.8	19.6	4.7	
(b) Physical Plant					
Salaries	13,527.5	14,085.9	(588.4)	(4.0)	
Other Expenditures	10,802.1	12,855.8	(2,053.7)	(16.0)	5
Preventative Maintenance	167.8	169.5	(1.7)	(1.0)	
Recoveries	(45.8)	(66.6)	20.8	(31.2)	6
	24,451.6	27,044.6	(2,593.0)	(9.6)	

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1986

Appropriation	Actual	1985/86 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(c) Workshop/Renovations					
Salaries	2,248.8	2,309.1	(60.3)	(2.6)	
Other Expenditures	213.2	264.9	(51.7)	(19.5)	
Minor Projects	298.2	274.2	24.0	8.8	
Recoveries	(1,611.7)	(1,326.6)	(285.1)	21.5	7
	1,148.5	1,521.6	(373.1)	(24.5)	
(d) Leased Accommodation					
Salaries	125.2	131.0	(5.8)	(4.4)	
Other Expenditures	56,680.5	49,943.3	6,737.2	13.5	8
	56,805.7	50,074.3	6,731.4	13.4	
(e) Employee Housing					
Salaries	96.8	131.6	(34.8)	(26.4)	9
Other Expenditures	211.1	247.9	(36.8)	(14.8)	
Recoveries	(176.0)	(174.8)	(1.2)	0.7	
	131.9	204.7	(72.8)	(35.6)	
(f) Security Services					
Salaries	1,993.7	1,989.9	3.8	0.2	
Other Expenditures	420.0	408.1	11.9	2.9	
	2,413.7	2,398.0	15.7	0.7	
(g) Gimli Properties					
Salaries	1,259.8	1,248.5	11.3	0.9	
Other Expenditures	1,026.2	1,263.3	(237.1)	(18.8)	10
	2,286.0	2,511.8	(255.8)	(9.0)	
(h) Alterations, Furniture					
Other Expenditures	247.6	248.0	(0.4)	(0.2)	
Recoveries	(229.4)	(248.0)	18.6	(7.5)	
	18.6	0.0	18.2		
(j) Technical & Energy Services					
Salaries	353.1	369.0	(15.9)	(4.3)	
Other Expenditures	66.1	76.9	(10.8)	(14.0)	
	419.2	445.9	(26.7)	(6.0)	
TOTAL 08-2	88,111.2	84,617.7	3,493.5	4.1	
(3) 08-3 SUPPLY & SERVICES					
(a) Executive Administration					
Salaries	112.9	111.5	1.4	1.3	
Other Expenditures	4.8	8.0	(3.2)	(40.0)	11
	117.7	119.5	(1.8)	(1.5)	

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1986

Appropriation	Actual	1985/86 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(b) Fleet Vehicles					
Salaries	1,181.7	1,229.6	(47.9)	(3.9)	
Other Expenditures	9,448.3	10,070.0	(621.7)	(6.2)	12
Recoveries	(14,335.7)	(14,997.2)	661.5	(4.4)	
	(3,705.7)	(3,697.6)	(8.1)	0.2	
(c) Office Equipment Services					
Salaries	422.8	419.5	3.3	0.8	
Other Expenditures	876.1	1,127.7	(251.6)	(22.3)	13
Recoveries	(1,796.0)	(1,786.7)	(9.3)	0.5	
	(497.1)	(239.5)	(257.6)	107.6	
(d) Purchasing					
Salaries	892.7	920.7	(28.0)	(3.0)	
Other Expenditures	125.0	123.9	1.1	0.9	
	1,017.7	1,044.6	(26.9)	(2.6)	
(e) Material Supply					
Salaries	452.3	442.4	9.9	2.2	
Other Expenditures	88.9	86.6	2.3	2.7	
Acquisition/Material	2,948.8	3,147.7	(198.9)	(6.3)	
Inventory Recoveries	(2,862.9)	(2,880.4)	17.5	(0.6)	
	627.1	796.3	(169.2)	(21.3)	14
(f) Telecommunications					
Salaries	494.9	482.9	12.0	2.5	
Other Expenditures	1,594.0	1,485.9	108.1	7.3	
Recoveries	(930.4)	(899.6)	(30.8)	(3.4)	
	1,158.5	1,069.2	89.3	8.4	
(g) Postal Services					
Salaries	551.1	528.4	22.7	4.3	
Other Expenditures	52.0	54.4	(2.4)	(4.4)	
Postage	4,033.3	3,733.3	300.0	8.0	
Recoveries	(16.7)	(12.0)	(4.7)	(39.2)	15
	4,619.7	4,304.1	315.6	7.3	
TOTAL 08-3	3,337.9	3,396.6	(58.7)	(1.7)	
(4) 08-4 PROJECT SERVICES					
(a) Executive Administration					
Salaries	84.1	78.9	5.2	6.6	
Other Expenditures	6.6	4.0	2.6	65.0	16
	90.7	82.9	7.8	9.4	

Figure #3

Expenditure Summary By Appropriation

for the fiscal year ended March 31, 1986

Appropriation	Actual	1985/86 Printed Estimate ($000)	Variance From Budget ($000)	Variance From Budget %	Explanation Number
(b) Design Services					
Salaries	1,432.6	1,442.9	9.7	0.7	
Other Expenditures	96.5	104.1	(7.6)	(7.3)	
	1,529.1	1,527.0	2.1	0.1	
(c) Project Management					
Salaries	853.0	860.1	(7.1)	(0.8)	
Other Expenditures	43.2	56.5	(13.3)	(23.5)	17
	896.2	916.6	(20.4)	(2.2)	
(d) Land Acquisition					
Salaries	1,074.6	1,142.4	(67.8)	(5.9)	
Other Expenditures	114.9	119.7	(4.8)	(4.0)	
Recoveries	(842.1)	(1,080.0)	(237.9)	(22.0)	18
	347.4	182.1	165.3	90.8	
TOTAL 08-4	2,863.4	2,708.6	154.8	5.7	
(5) 08-5 LAND VALUE APPRAISAL COMMISSION					
Salaries	54.1	54.0	0.1	0.2	
Other Expenditures	52.7	78.1	(25.4)	(32.5)	19
Recoveries	(81.2)	(70.0)	(11.2)	16.0	
TOTAL 08-5	25.6	62.1	(36.5)	(58.8)	
(6) 08-6 EMERGENCY MEASURES					
Salaries	398.0	443.4	(45.4)	(10.2)	
Other Expenditures	163.3	189.9	(26.6)	(14.0)	
TOTAL 08-6	561.3	633.3	(72.0)	(11.4)	
TOTAL OPERATING	96,770.9	93,331.4	3,439.5	3.7	
(7) 08-7 EXPENDITURES RELATED TO CAPITAL ASSETS					
(a) Acquisition/Construction	16,561.6	25,068.6	(8,507.0)	(33.9)	20
(b) Vehicle Replacement	4,013.4	4,559.3	(545.9)	(12.0)	21
TOTAL 08-7	20,575.0	29,627.9	(9,052.9)	(30.6)	
TOTAL 08-1-7	117,345.9	122,959.5	(5,613.4)	(4.6)	

Explanations ($000)

1. **08-1B Executive Administration — Salaries — $70.6**
   An over-expenditure resulted from vacation and severance payments for the early retirement of the former Deputy Minister.

2. **08-1B Executive Administration — Other Expenditures — $(15.6)**
   Operating expenditures were lower than anticipated due to the Minister having two portfolios and sharing expenses between Highways & Transportation and Government Services.

3. **08-1D Finance and Budgets — Other Expenditures — $26.7**
   An over-expenditure was due to salary costs for the Executive Assistant to the Lieutenant-Governor being charged to 08-1D-2 as professional fees rather than 08-1D-1 as salaries. The salary cost was charged to professional fees because the Executive Assistant was seconded from the federal government. This expenditure was partially offset by a reduction in Manitoba Data Services voucher processing charges.

4. **08-1F Systems — Other Expenditures — $(18.4)**
   An under-expenditure was due to the following: 1) deferment of a Personnel Information Systems project pending the appointment of a new Director of Personnel; and 2) completion of a requirements study for Land Acquisition by internal staff rather than an external consultant.

5. **08-2B Physical Plant — Other Expenditures — $(2,053.7)**
   The department is supplied with gas by the Inter-City Gas Corporation on an interruptible basis. In accordance with its supply agreement, the gas company interrupted its supply of natural gas at peak periods requiring the department to use alternate and more expensive fuel. In 1985/86, gas supply was interrupted for one day only rather than the estimated 22 days. This resulted in an under-expenditure. Minor savings were also realized in operating supplies, light and power, water and sewer, repairs and maintenance.

6. **08-2B Physical Plant — Recoveries — $20.8**
   An under-recovery resulted from delays in setting up a charge-back system in one of the branch's districts and less activity in the stores area than originally anticipated.

7. **08-2C Workshop/Renovations — Recoveries — $(285.1)**
   The increase in recoveries was due to: 1) an increase in client department charge-back activity; and 2) an increase in project and bench stock recoveries.

8. **08-2D Leased Accommodation — Other Expenditures — $6,737.2**
   The increase was due to rental payments resulting from the transfer of additional government-owned properties to Manitoba Properties Incorporated (M.P.I.) — $7,100.0. This amount was partially offset by savings resulting from anticipated new lease acquisitions which did not occur and lease renewals and escalation rate increases which were lower than anticipated.

9. **08-2E Employee Housing — Salaries — $(34.8)**
   A surplus in salaries was due to the retirement of a Construction Supervisor and the subsequent position vacancy.

10. **08-2G Gimli Properties — Other Expenditures — $(237.1)**
    The under-expenditure was due to lower than anticipated operating costs of accommodating the Armed Forces Cadet Program and fewer than expected Canadian National Railway students.

11. **08-3A-2 Supply and Services — Executive Administration — Other Expenditures — $(3.2)**
    The under-expenditure was due to reduced utilization of telephone and office supplies.

12. **08-3B Fleet Vehicles — Other Expenditures — $(621.7)**
    The surplus was due to repairs and maintenance resulting from a more consistent replacement policy and an automated fleet management information system. Non-renewal of the Special Risks Extension Insurance Policy and non-recurring computer expenses also contributed to this amount.

13. **08-3C Office Equipment — Other Expenditures — $(251.6)**
    An under-expenditure was due to the following: 1) reduction in service contracts; and 2) reduction in price by major copier vendors due to increased competition.

14. **08-3E Material Supply — $(169.2)**
    The under-expenditure was due to a planned reduction in inventory levels subsequent to budget preparation.

15. **08-3G-4 Postal Services — Recoveries — $(4.7)**
    The over-recovery was due to an unanticipated rate increase in charges for postal services to client departments on a basis consistent with increases introduced by Canada Post Corporation.

16. **08-4A-2 Project Services — Executive Administration — Other Expenditures — $2.6**

The over-expenditure was due to unanticipated advertising and transportation costs relating to the competition for a new Executive Director.

17. **08-4C-2 Project Management — Other Expenditures — $(13.3)**

An under-expenditure was due to a reduction in Planning and Leasing's computer processing charges and a reduction in vehicle expenditures by Inspectors and Acquisition Officers.

18. **08-4D Land Acquisition — Recoveries — $237.9**

The under-recovery resulted from a reduction in charge-back work and a restructuring of the application of charge-back rates. Land Acquisition previously charged client departments $50.00/hr. during the entire project rather than $35.00/hr. at the appraisal stage and $50.00/hr. at the acquisition stage. The applied fee structure effectively reduced the average hourly rate and subsequent recoveries.

19. **08-5 Land Value Appraisal Commission — Other Expenditures — $(25.4)**

An under-expenditure in operating costs occurred due to a shortfall in the number of planned hearings.

20. **08-7A Expenditures Related to Capital Assets — Acquisition/Construction — $(8,507.0)**

a) **Portage la Prairie**

Manitoba Developmental Centre — $(788.3) —

Northgrove Building — Project was cancelled and, in its place, renovations were initiated at Southgrove and the Nurses' Residence.

Physical Activities/Vocational Training Building — No construction began in 1985/86 because more time was required to prepare the construction drawings.

b) **Winnipeg**

Old Law Courts Building — $(647.5) — Demolition and exterior cleaning were completed ahead of schedule the summer of 1985 rather than the summer of 1986. As a result, work on the building's heating system was accelerated to the fall of 1985.

New Court House — $(475.7) — Because of a reduction in furniture expenses, there was a corresponding reduction in the total project cost.

Norquay Building — Upgrade — $(578.0) — Construction was deferred pending clarification of shop drawings.

North Portage Development — Phase 2 — $(4,500.0) — Compensation payments were paid out over a longer time because of an unanticipated extended acquisition process.

Hangar T-5 — Renovations — Work was delayed because of extended contract negotiations with the Western Canada Aviation Museum, and pending finalization of project details with Manitoba Highways and Transportation.

c) **Brandon and Winnipeg**

Attorney-General — Minor Projects — $(420.8) — The under-expenditure resulted from two minor projects being cancelled at the Brandon Courthouse; a delay in furniture delivery for relocation of the Legal Translation office in Winnipeg; Land Titles renovation proceeding to tender slower than anticipated; and renovation to the second floor of the Woodsworth Building coming in under budget.

d) **Thompson and Winnipeg**

Energy and Mines — Minor Projects — $(465.2) — Winnipeg — Perimeter/Brady — Drill Core Facilities — Project cancelled and, in its place, renovation initiated at 10 Midland Street. Thompson — Core Storage Building — Tenders received were over budget; therefore, projections cancelled until further notice.

e) **Headingley**

Correctional Institution — Main Building — $(958.4) — Project deferred pending additional program details.

f) **Brandon**

Mental Health Centre $(450.0) — Valleyview Building — Fire/Safety Upgrade — Design phase was not completed because of the inability to obtain approval of design plans by the Fire Commissioner's Office.

g) **Dauphin**

Parkland Regional Training Centre — $(1,088.7) — Phase 1 — This project was instigated subsequent to the preparation of the 1985/86 Estimates. Approval to proceed was authorized by TB 25/85-8(a) and TB 29/85-8(f).

Government Services — Minor Projects — $(420.8)

A contingency amount was provided in the 1985/86 budget for projects which may carry over from 1984/85. It was not necessary to draw upon these funds.

21. **08-7B — Vehicle Replacement — $(545.9)**

The surplus was due to a delay in the delivery of new vehicles beyond year-end.

Administration

The Administration Division provides administrative support services to the department and planning, training, and coordination for civil emergencies within the province. The division consists of six branches — Finance, Internal Audit, Personnel, Management Support, Systems, and the Emergency Measures Organization. The accountabilities, accomplishments, and initiatives of each branch during 1985/86 follow.

Finance

The Finance Branch provides central accounting, financial reporting, budget coordination, and certain administrative services to departmental programs and management. In response to the requirements of The Financial Administration Act, the branch provides central coordination to ensure financial integrity of the management information systems. They also interpret the directives and regulations of Manitoba Finance. Appropriate standards and financial systems are maintained to ensure financial information is complete, accurate, and timely.

Specific activities of the Finance Branch during 1985/86 included:

- processing 37,500 vouchers and 3,200 billing transactions;
- maintaining a revenue collection and deposit system supplemented by quarterly forecasts and annual estimates;
- processing cost-shared rental payments on behalf of line departments;
- coordinating record retention scheduling;
- coordinating departmental vehicle, telecommunication, accommodation, and office equipment requirements;
- coordinating and consolidating financial information relevant to the preparation of documents such as the Detailed Estimates of Expenditure and Revenue, Estimates Supplement, Annual Report, Public Accounts Variance Explanations, and Quarterly Forecasts of Expenditure and Revenue as well as financial reports for departmental management;
- analyzing and establishing guidelines for Cabinet, Treasury Board, and Pre-Clearance Submissions; and
- providing accounting and budgeting services for the Office of the Lieutenant-Governor and monitoring the financial requirements of the Manitoba Disaster Assistance Board.

A major goal of the branch involves improving the quality and timeliness of financial outputs for both internal management and Manitoba Finance. During 1985/86, Government Services' average error rate for voucher processing was the second lowest in government. The processing turnaround time was within two days of the average for all departments. With increased automated voucher processing, this turnaround time is expected to diminish and be accompanied by even further reductions in error rates. The Finance Branch is undergoing a transition in primary activities with the further introduction of automated equipment. As departmental automated systems generate more payment vouchers, the branch is able to put greater emphasis on payment audit activities rather than voucher preparation.

Internal Audit

The Internal Audit mandate and policy statement was issued in 1984/85 and outlined the role, authority, and scope of the Internal Audit function. To further develop this mandate and policy statement and to develop increased consistency between audits, the branch completed an Internal Audit Manual. This Manual was established to identify the administrative guidelines, procedures, and audit criteria that should be followed during an internal audit review. The Manual is used during the planning phase to identify the generic lines of enquiry to be completed for all audits. Further refinements to the Manual will continue as new techniques, guidelines, and criteria are identified and accepted.

During 1985/86, Internal Audit completed six audit projects and concluded three projects initiated in 1984/85. The branch reviewed financial and managerial systems and controls operating within the projects. The reviews identified areas where adjustments could be made to improve the control, efficiency, and economy of respective programs. The subsequent recommendations were to be implemented in accordance with a schedule provided by the branch manager. Monitoring and assessing the successful implementation of these recommendations will be completed in subsequent years.

Internal Audit also completed two special projects. The first of these was the review of the administrative procedures established by the Manitoba Disaster Assistance Board. The second project was a review of the controls included in the software of Fleet Vehicles' automated parts inventory system. Both projects were found to have acceptable standards and controls.

In March 1986, Internal Audit developed its annual audit plan outlining the projects to be completed in 1986/87.

Personnel

The Personnel Branch is accountable for the provision of human resource services to departmental managers and staff. These services include staffing, affirmative action, human resource planning, training and development, job analysis and evaluations, human resource counselling, labour relations, and pay and benefits administration.

During the past year, the department's Affirmative Action Plan received endorsement by the Central Affirmative Action Committee and several initiatives were undertaken. The plan focused on six major objectives and established an operational guideline and time frame for the integration of affirmative action principles within the department. Five staff years were utilized to promote career opportunities for affirmative action target group members.

In 1985/86, the Training and Human Resource Planning Section offered 34 in-house courses that were attended by 287 employees. Courses were based on training recommendations identified through the performance appraisal process and through a needs analysis that was prepared by departmental line managers. A total of 30 employees were sponsored through the department's Educational Assistance Plan. The annual Staff Training and Development Calendar was prepared and forwarded to all branches within the department.

In the area of staff relations, numerous labour relations issues and collective agreement interpretations were addressed during the course of the year.

In collaboration with the department's Finance Branch, systems development focused on the establishment of a salary variance and forecasting system to assist managers in their commitment accounting requirements for salary expenditures. Job analysis and evaluation activities included classification assessments of 50 positions as well as several organizational and reporting-relationship reviews.

In 1985/86, 114 permanent position vacancies were filled through a variety of staffing mechanisms. Sixty-eight positions were filled through regular and multiple interview boards; 32 were staffed through departmental recommendations; one through redeployment; and one by lateral transfer. In addition, the Staffing Section hired 129 term employees, 46 of whom were chosen through competition. The remainder were hired for casual help; holiday and sick relief; affirmative action positions; rural location positions; and from eligibility lists. During the summer months, staff coordinated the placement of 49 students under the Student Temporary Employment Program.

Management Support

Management Support is accountable for the department's management planning, policy analysis, and program evaluation functions. This involves coordinating strategic, multi-year, and operational planning for the department as well as conducting program, legislation, and policy reviews as prioritized by executive management. Reviews are aimed at examining program performance and alternate ways of program delivery to better meet the needs of client departments. The intent is also to ensure the consistency of proposed policy with department and government objectives and to promote timely and effective policy-making and program development in the department.

Management Support's role also includes responsibility for communicating Government Services' goals, activities, policies, and procedures to client departments and the general public. This is achieved by coordinating various manuals, publications, client relations, and public information programs.

During 1985/86, Management Support was involved in the following project activities;

- designing a comprehensive management planning system and coordinating its implementation;
- completing the Strategic Program Overview and Commitment Report to assist the department in identifying its current and 1986/87 policy and planning direction;
- coordinating the implementation of Management By Results (M.B.R.) throughout the department and compiling M.B.R. Statements for distribution to the Executive Committee;
- coordinating proposed legislative amendments initiated by the department;
- developing additional procedures for the Client Services Manual to provide Manitoba Government Services clientele with an easy-to-follow guide on availability and access of services;
- developing additional subjects for the Administrative Services Manual to provide departmental staff with a reference to the internal administration of the department;
- planning, preparation, and distribution of the 1984/85 departmental Annual Report;
- coordinating the preparation of the Session Book for the 1986/87 Estimates;
- completing a preliminary survey to identify user needs and satisfaction concerning the Client Services Manual;
- coordinating an interdepartmental and private consultant study on the current lease-purchase method of financing office accommodation;

- completing the first phase of a study reviewing Manitoba Government Services' tendering and contracting policy and procedure;
- revising the brochure "Your Rights under Expropriation" in conjunction with Land Acquisition;
- completing a review of the policy and procedures for acquiring and placing artwork in government buildings;
- conducting a Freedom of Information pilot study;
- completing a review of the Project Services Division;
- providing assistance with a private consultant's study on Land Acquisition;
- developing a policy for use of government buildings by non-profit organizations;
- coordinating the preparation of new legislation and amendments to:
  1) The Government House Act
  2) The Land Acquisition Act
  3) The Public Works Act
  4) The Emergency Measures Act
  5) The Government Purchases Act
  6) The Expropriation Act
- producing press releases and conducting building openings on behalf of the department and the government;
- developing the department's communication strategy; and
- developing an emergency communication strategy in conjunction with E.M.O.

Systems

The Systems Branch is responsible for providing central systems support to departmental program managers as well as administering the systems' development process within the department. Specific objectives of the branch include the following:

- to be proactive in identifying, preparing, and implementing systems in the delivery of departmental services;
- to provide quality service to individual programs while serving the concerns and objectives of the department as a whole; and
- to enhance human resource development within the branch.

Within the overall policies and standards set by government, the branch delivered the following projects during 1985/86:

- the conversion and integration of a Common Material Identification System with the department's purchasing system;
- an analysis of Office Equipment Services's system needs;
- the completion of a Commitment Accounting Expenditures Module was completed for Property Management's accounting system;
- a preliminary analysis of Land Acquisition's informational requirements; and
- continued development of micro-based reporting systems, including accounts receivable/revenue control and accounts payable/leased accommodation.

In addition to these projects, Systems provided maintenance for the following:

- Fleet Vehicles — Fleet Management System;
- Purchasing — Purchasing Information System and Common Material Identification System;
- Telecommunications — Telephone Directory System;
- Technical and Energy Services — Energy Monitoring System;
- Property Management — Property Management Accounting System;
- Planning and Leasing — Space Inventory System; and
- Finance — Department Budget and Cash Flow Reporting System.

The Systems Branch is also responsible for coordination of the Systems Planning Committee. The committee consists of management representatives from each division and is accountable to the Executive Committee for preparing and monitoring the annual departmental System Plan.

Emergency Measures Organization

The Emergency Measures Organization (E.M.O.) provides overall provincial planning, training, and coordination for the safety and survival of citizens and the protection of property during disasters and emergencies. E.M.O. works closely with all levels of government and volunteer agencies to coordinate effective emergency preparedness and response. This mandate is carried out through a head office in Winnipeg, with regional offices in Portage la Prairie, Brandon, and Thompson.

E.M.O. personnel provide support and resources to municipalities, school divisions, and the private sector in developing emergency plans and response capabilities. In 1985/86, 534 visits were made to various communities. E.M.O. staff assisted local governments or communities in developing 14 first-time

emergency plans, reviewing and updating 66 existing emergency plans, and planning and evaluating 14 emergency exercises. Of the 201 municipalities and 50 Northern communities within Manitoba, 106 have completed emergency plans. At year end, 39 other municipalities were in various stages of emergency planning. In conjunction with Manitoba Education, E.M.O. has developed a guideline for Emergency Preparedness in schools. This document will be translated, produced, and distributed to all school divisions in the 1985/1986 fiscal year. In addition, two major corporations requested and received assistance to research and prepare emergency plans with respect to their operations in Manitoba.

With the assistance of the Provincial Interdepartmental Emergency Preparedness Committee, E.M.O. has completed the yearly amendments to the Manitoba Emergency Plan. E.M.O. is in the process of developing a prompt and coordinated provincial response to severe weather emergencies within the province. This will enhance Part II of the Manitoba Emergency Plan which presently contains guidelines for flood, forest fire, dangerous goods, and health emergencies.

In cooperation with the government of Canada, Manitoba Government Services and E.M.O. coordinated the construction and outfitting of the Canada/Manitoba Emergency Mobile Command Centre (E.M.C.C.). The E.M.C.C. provides federal, provincial, and municipal emergency response personnel with on-site communications, conference, and personnel support facilities.

As part of its Training/Education Program, E.M.O. gave numerous lecture presentations to municipal councils and public interest groups. In addition, Manitobans received training on the following courses:

- Community Emergency Planning/Northern communities (64 attendees — held in Thompson, Swan River, and Gimli);
- E.M.O./Social Services Emergency Response Operations Workshop (21 attendees — held in The Pas, Swan River, and Dauphin);
- Special Care Facility (64 attendees — held in The Pas, Gimli, and Brandon);
- Community Emergency Social Services Planning and Response Operations (9 attendees — held in Gimli);
- Emergency First Aid (184 attendees — held throughout the province by St. John Ambulance); and
- Cardio-Pulmonary Resuscitation (62 attendees — held at the University of Manitoba).

In total, 404 students attended the above courses. E.M.O. also coordinated the attendance of 203 Manitobans on Emergency Preparedness courses at the Canadian Emergency Preparedness College, Arnprior, Ontario.

Ninety-four incidents were reported to E.M.O. through its 24-hour emergency and regular telephone service. Major incidents requiring E.M.O.'s emergency coordinating activities included:

- Rahl's Island Flooding — April 1985;
- Drinking Water Problem, Hodgson — May 1985;
- Peguis Indian Reserve Flood — March 1986.

E.M.O. continued to participate actively in the Joint Emergency Planning Program (J.E.P.P.). Through J.E.P.P., the federal government provides financial contributions to assist provinces in meeting the costs of projects aimed at enhancing national emergency response capability. From J.E.P.P.'s inception in 1981/82 to March 31, 1985, projects totalling $3.83 million have been introduced in Manitoba. Of this amount, municipalities within Manitoba contributed $2.2 million and the government of Canada contributed $1.63 million. In 1985/86, E.M.O. coordinated the implementation of J.E.P.P. projects totalling $1,335,791.76 — a federal share of $611,917.33; a provincial share of $379,500.00; and a municipal share of $723,874.43. Project involvements included: a five-year plan to increase emergency preparedness; emergency generators for the town of Carman; visual training aids for Emergency Health Services; command post vehicles for Flin Flon, Gimli, Lac du Bonnet, and Carberry; and equipment for the Mobile Command Centre in Winnipeg.

Supply and Services

The Supply and Services Division provides supply and related services to all departments and certain boards, agencies, and commissions. The division consists of five branches — Fleet Vehicles, Purchasing, Material Supply, Office Equipment Services, and Telecommunications. The accountabilities, accomplishments, and initiatives of each branch during 1985/86 follow.

Fleet Vehicles

Fleet Vehicles, located in the Central Provincial Garage, provides central services for the provision of:

- fleet vehicles in support of departments' and agencies' program requirements;
- financial accounting and management information on the fleet's operation;
- a portion of the total fleet maintenance requirements through the operation of the Central Provincial Garage;
- licensing and insurance requirements for fleet vehicles;
- advice to client departments regarding equipment most suited to their needs; and
- costing information to client departments enabling them to make decisions regarding their transportation expenditures.

The branch is responsible for the administration of 2,537 vehicles. The fleet is operated on a self-sustaining basis and is cost-recovered through distance rates charged to client departments. The rate differs according to the vehicle type and the department's operating cost. The total distance driven by all fleet vehicles for the year was 73,099,429 kilometers, an average of approximately 28,813 kilometers per vehicle. This total distance represents a 1.25% decrease from 1984/85.

The Fleet Management Information System provides cost data on each vehicle and a data base for establishing vehicle use rates by department. With this information, individual rates are calculated each year. The new rate is based on the average actual cost for vehicle types, by department, during the previous year. This system enables the branch to calculate user charges reflective of the actual costs of operating each vehicle. In addition, it provides client departments with regular reports on vehicle cost and utilization. The data also assists departmental managers to better control their vehicle assignments and transportation costs. This is reflected in Figures #4(a) and (b) which indicate a reduction in kilometers and a corresponding reduction in litres of fuel.

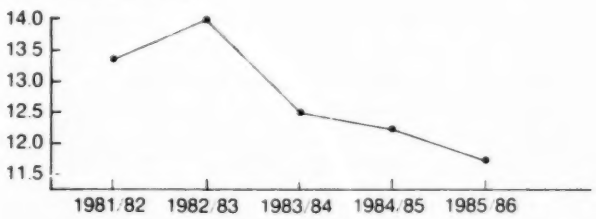
To further reduce fuel consumption, the branch has increased the proportion of compacts by acquiring the smallest and most economical vehicles for the job. Compact sedans now comprise 97% of the total sedan fleet. The branch has also continued to down-size light trucks and vans. In particular, the versatility of compact vans has provided a further opportunity for expanded use of lower-cost, fuel-efficient vehicles in the fleet. Departments have been asked to consider compact half-ton trucks and vans in their replacement programs. The effect of down-sizing is reflected in Figure #4(c) which indicates a decrease in the fuel consumption for the average fleet vehicle.

Figure #4

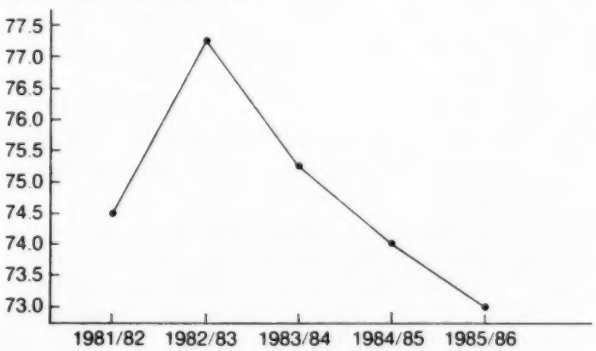
Fuel Consumption Efficiency

for the fiscal year ended March 31, 1986
with comparative figures for the previous four fiscal years

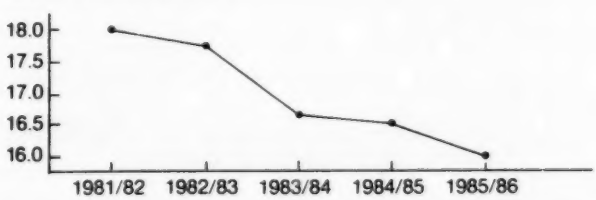
(a) Litres (millions)



(b) Kilometers (millions)



(c) Litres/100 Kilometers



Purchasing

Purchasing is the central agency responsible for the acquisition of goods and services for all departments and certain boards, commissions, and agencies. Its responsibilities include: maintaining an impartial competitive tendering system; developing and maintaining lists of potential supply sources; developing product standards and specifications; contracting, identifying and cataloguing material; consolidating requirements and expediting contracts. The branch's general purchasing objectives are:

- to provide client departments with an effective level of service when negotiating purchasing contracts;
- to ensure that each purchasing contract represents a fair and reasonable cost to the government;
- to ensure that all qualified suppliers are afforded an opportunity to compete for provincial government business;
- to ensure that government policy with respect to procurement of goods and services is followed;
- to provide information and advice to enable the government to make purchasing policy decisions; and
- to maintain a data base of standard product descriptions and stock code numbers for use by client departments in controlling and replenishing inventory store items.

Purchasing is divided into four operational components: a purchasing team responsible for acquiring a wide variety of commodities; a contracting officer responsible for assisting client departments in preparing and issuing service-related contracts; a standards group providing clients with specification and material identification services; and a support group providing data processing, record keeping, and typing services. A satellite operation, consisting of a buyer and a clerk, also provides Material Supply with purchasing expertise.

During 1985/86, Purchasing processed 13,000 requisitions containing 74,000 line items of goods and services and issued 20,000 purchase documents valued at approximately $108.4 million. An additional 48,000 field orders valued at $9.5 million were monitored. These figures, compared to 1984/85, represent a 10% decrease in dollar value and a 6% decrease in volume of purchase documents issued.

The following events highlighted 1985/86:

- An automated purchasing system became operational April 18, 1985. The system runs on a Hewlett Packard Model 3000/42 computer. When entered, requisition and source list data are manipulated by the system to produce bid invitations and award documents. Provision is also in place to automatically maintain supplier listings.
- Purchasing data was captured as a by-product of the receipt of requisitions; invitations to bid; and awarding of contracts. Historical files assisted purchasing agents and senior management in making award decisions and formulating procurement policy.
- Policy and procedural seminars for government employees were conducted at several locations. Topics included the use of direct purchase orders, requisitions, and standard cataloging forms.
- The branch participated in a Manitoba Opportunity Trade Show at the Manitoba Convention Centre. Potential and existing suppliers were provided with information on tendering and contract award policies. As well, information on source lists was made available to the public by on-line access to Purchasing's computer system.
- Efforts to promote Manitoba manufacturing continued through application of the "Buy Manitoba" policy initiated in 1983/84. As a result, awards in favour of provincially manufactured products totalled $637,254. The cost of awarding contracts to Manitoba based companies was $31,178.
- The Common Material Identification Program introduced in 1983/84 continued to grow, increasing from approximately 25,000 items to approximately 40,000 items as of March 31, 1986. Outputs included a janitorial supply ordering catalog; pharmaceutical ordering guides; a medical home care item inventory; inventory listings of all field stores in Manitoba Government Services; and an ordering guide for all provincial parks.
- Approximately $700,000 of additional equipment was purchased on behalf of the South Winnipeg Vocational School.
- Central acquisition of courier services in support of all departments continued throughout the year. Competitive bidding has become the rule rather than the exception. Cost reductions as the result of competitive bidding are estimated in the 20% range.
- In support of the Department of Education's Post-secondary, Adult and Continuing Education Program, purchases were made for a project in Nairobi, Kenya. Contracts were awarded to suppliers in Europe, Africa, and North America.
- Purchasing assistance was provided to several northern Native community administrators by way of meetings and seminars.
- Savings of approximately $8.4 million were realized through the tendering process. This amount represents the difference between the price paid and the next lowest bid.

Purchasing activity is summarized in Figures #5, #6, and #7.

Figure #5

Purchasing Awards and Summary AND Comparisons

for the fiscal years 1983/84, 1984/85 and 1985/86

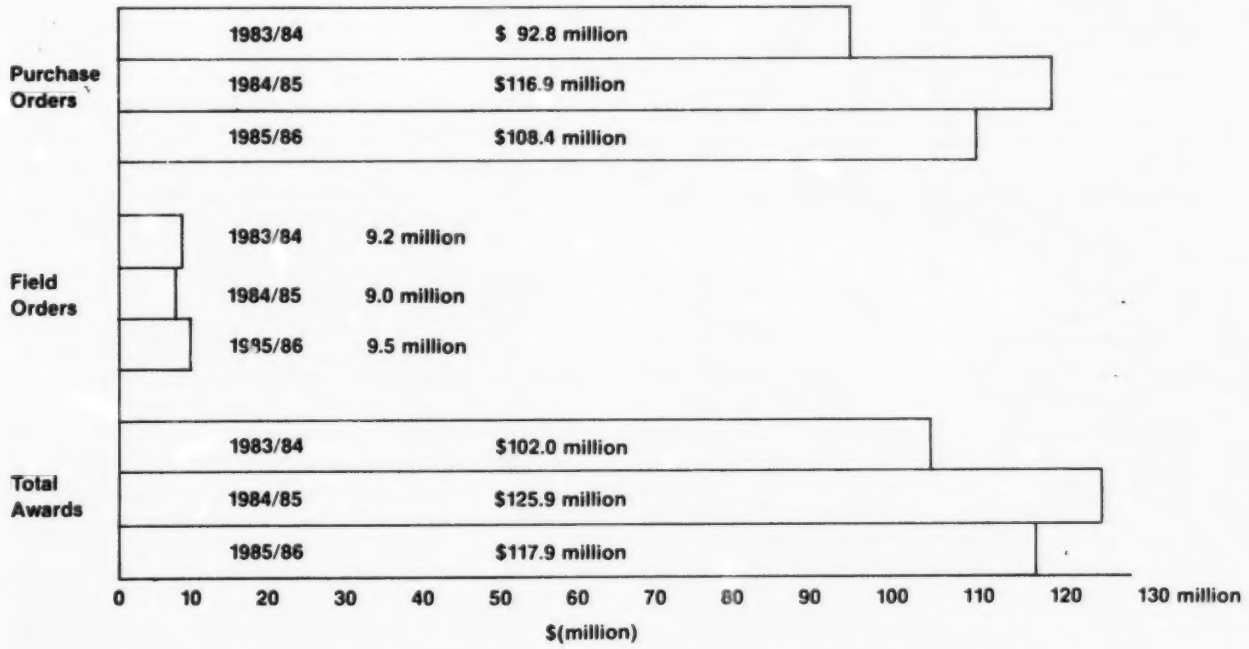
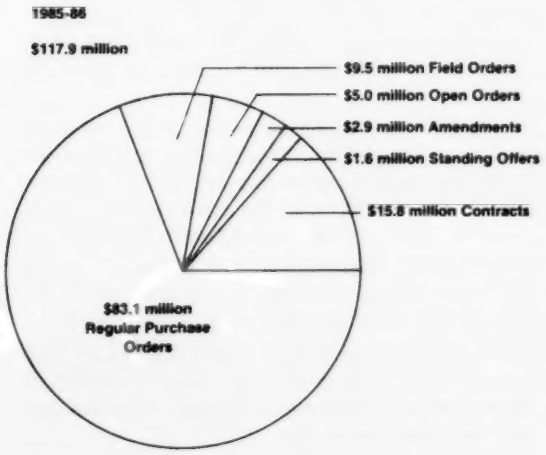


Figure #6

Purchasing Activity By Type of Acquisition

for the fiscal year ended March 31, 1986



DEFINITIONS:

Regular Orders: purchases resulting from regular requisitions (PS-f-21) forwarded to Purchasing for tender and award of purchase orders.

Field Orders: purchases rsulting from Direct Purchase Orders placed in the field by various departments.

Open Orders: standing agreements negotiated by Purchasing that enable specific departments to order as required.

Standing Offers: agreements issued by Purchasing based on forecasted annual government-wide requirements for specific commodities. These agreements enable goods to be released on a required basis.

Amendments: order changes

Contracts: formal agreements for the supply of goods or services. subject to complex terms and conditions.

Figure #7

Purchasing Activity on Behalf of Departments

for the fiscal year ended March 31, 1986

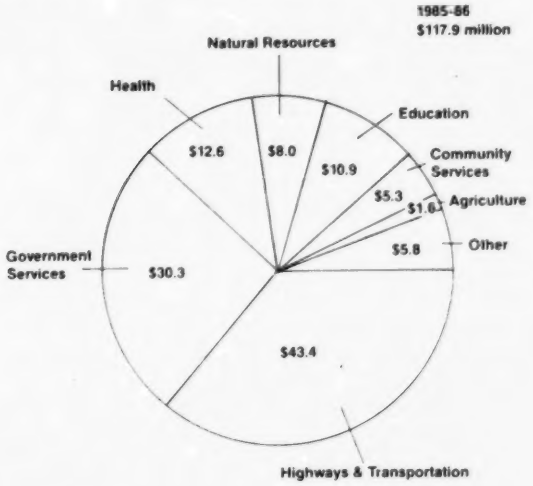


Figure #8

Twenty Largest Commodity Values

for the fiscal year ended March 31, 1986

Description	Number of Purhcase Orders of Standing Offers	Value $
Fuels, Lubricants & Automotive Repairs	158	16,450,606.
Asphalt Products	186	15,734,830.
School Buses	11	4,767,540.
Industrial Chemicals	28	4,487,788.
Food	764	4,440,686.
Miscellaneous Service Contracts	77	3,800,000.
Laboratory Supplies	1,136	3,514,434.
Highway Construction Equipment	47	2,630,904.
Metal Culverts	136	2,289,355.
Cement	31	1,999,282.
Medical Supplies	778	1,882,941.
Furniture	554	1,663,324.
Highway Maintenance Supplies	83	1,475,248.
Pharmaceuticals	513	1,229,684.
Highway Marking Paint	5	904,983.
Vaccines	13	878,749.
Gravel	146	865,068.
X-Ray Film & Equipment	83	838,366.
Training & Educational Material	219	803,734.
Aircraft Parts & Components	34	701,153.
Total	5,002	71,358,675

Material Supply

Material Supply stocks and supplies a number of common-use commodities such as furniture, janitorial supplies, and clothing in support of all departments. In addition, the branch provides construction material, e.g. electrical, plumbing, hardware, for Manitoba Government Services building maintenance and renovation programs.

The branch also supplies transportation support consisting of commodity item delivery and relocating surplus office furniture for authorized departmental moves. Other support services available to all departments include the disposal and redistribution of surplus material assets and the provision of short and long term storage space for material and equipment. In addition, consulting services are provided involving warehouse and storage room layouts; selection of material handling aids, including library and storage shelving; maintenance of inventory control records; disposal of material by tender or auction; and the movement of equipment and material.

Thirteen departments were provided with short and long-term storage service during 1985/86 — a decrease of one from the preceding year. Overall, 10,000 square feet of storage space was utilized. This storage service also included the maintenance of inventory records. In addition, storage was provided to Manitoba Government Services on a regular basis throughout the year, mainly for project furniture ordered in advance of occupancy dates. In 1985/86, Material Supply was involved in 391 office moves, both project and non-project. The total costs for those moves requiring commercial services was $129,235, a decrease from $150,035 in 1984/85.

During 1985/86, Material Supply maintained an average inventory of $720,900. The inventory turnover rate was 3.02 turns in 1985/86. Using a modified Economic Order Quantity System, the inventory levels have been restricted to the lowest acceptable reduction without detriment to customer service. A reduction of $105,000 in the year-end inventory was achieved, while maintaining a same-day requisition fill rate of 94% for stocked items.

The branch arranged for the sale of surplus fleet vehicles and other surplus assets from client departments. These sales realized $1,260,788 for consolidated revenue. In addition, 152 school buses were sold on behalf of the Public Schools Finance Board for $171,814, while $327,072 was credited to other revenue accounts. A major undertaking in disposals during this year, the sale of the Manitoba Developmental Centre dairy herd, realized a net return of $87,503. Material Supply also arranged for the interdepartmental redistribution of surplus material assets with a replacement value of $417,310. Surplus obsolete furniture items, with an estimated value of $26,024, were donated to 81 non-profit organizations.

Graphs illustrating sales and disposal data are illustrated in Figures #9 and #10.

Figure #9

Sales From Inventory

as of March 31, 1986

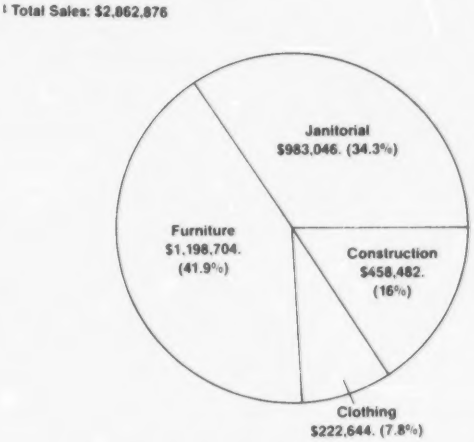
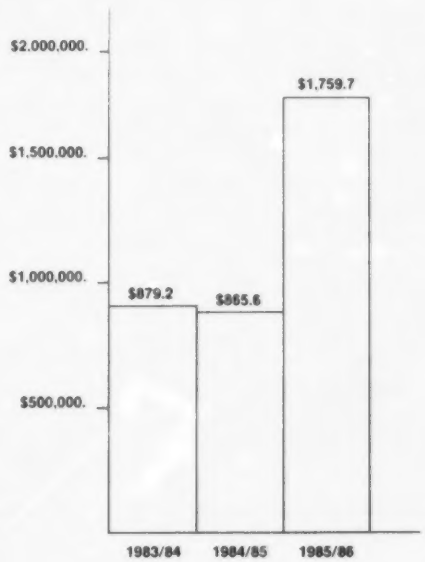


Figure #10

Surplus Sales by Public Auction and Tender

as of March 31, 1986 with comparative figures for the two previous fiscal years



Office Equipment Services

Office Equipment Services is responsible for supplying and servicing office equipment and machines used by government. Machines are categorized into classes and rented at a monthly rate which includes all replacement, maintenance, and overhead costs. As of March 31, 1986, the inventory of office machines was 15,277 pieces consisting of calculators, dictators, transcribers, tape recorders, and typewriters. In addition, audio-visual equipment not associated with the rental program — such as overhead projectors, transparency makers, and movie projectors — is available for training purposes on short-term loan to client departments.

The "Standing Offer" concept of awarding contracts to all copier vendors meeting the government's terms and conditions generally resulted in a reduction in per copy cost, particularly on one and two-year rental contracts. The prime objective was to provide copiers at minimal cost based on departmental requirements.

Machine servicing and repair was carried out by seven branch machine technicians and through private sector contractual arrangements. During 1985/86, the branch arranged service on: 3,505 commercial contract repair calls; 2,957 in-house repair calls; 3,837 in-house shop repairs; and 1,463 preventative maintenance calls. Office Equipment Services continued to facilitate equipment standardization to achieve volume discounts, especially in the initial bulk purchase of machines and subsequent bulk purchasing of maintenance and service.

The branch provides consultative services on machine evaluation and selection, as well as on removal and re-assignment of surplus rental equipment. Office Equipment Services also evaluates and makes recommendations to Treasury Board on new office machines within the rental program. In 1985/86, electronic typewriters were increasingly used in typing stations and classrooms where high reliability and productivity is required. Out of a total of 4,600 electric typewriters, approximately 800 are electronic.

Telecommunications

The branch is responsible for the centralized management of telecommunications within the government. Responsibilities include coordinating requisitions for the installation, relocation and removal of telecommunications services; evaluating requirements; providing technical support; maintaining service standards; and managing long-distance telephone service.

Telecommunications performs a variety of activities to ensure clients receive an acceptable standard of service. These include: negotiating on behalf of client departments for supply and service requirements with the Manitoba Telephone Systems (M.T.S.) and other telecommunication suppliers; arranging schedules for service dates; and subscribing to centralized volume purchasing of toll network services such as Wide Area Telephone Service (W.A.T.S.). Telecommunications also evaluates long-distance facilities to ensure their effectiveness and efficiency and recommends how these services may be improved upon.

During 1985/86, there were 1,681 supply orders issued (1,521 in the previous year) in response to requests for telecommunication service. In addition, 887 on-site visits were made to review and analyze telecommunication system requirements. The total W.A.T.S. expenditure was $1,002,000. The use of this service, rather than Direct Distance Dialing, saved the government several thousand dollars. The new digital telephone system, made available through M.T.S. this year, provides computer generated information on W.A.T.S. and long-distance telephone usage to Telecommunications and client program managers. This information gives greater accountability of usage and enables Manitoba Government Services to recover expenditures from departmental programs.

Government of Manitoba telephone operators on the Winnipeg central and rural switchboards provide directory and informational services to the public. They also handle In-W.A.T.S. calls and extend them to members of the Legislative Assembly or to government programs subscribing to the service. In all, government telephone operators handled just over 1.2 million calls, 33,700 visitor enquiries, and 10,500 messages during 1985/86.

In addition, Telecommunications provides centralized facilities for the transmission and receipt of message communications by T.W.X., telex, and telecopiers. During 1985/86, a total of 594 T.W.X.; 3,425 telex; and 10,988 telecopier messages were sent and received. Telecommunications also coordinates all requests for "Hello Central," an electronic answering service, and "Envoy 100" services for the government. As of January, 1986 there were 56 "Envoy 100" and six "Hello Central" installations within government.

Postal Services

Postal Services is part of the Telecommunications Branch and is responsible for the centralized processing and distribution of government mail. Postal Services' central mail facility is located at 200 Vaughan Street, Winnipeg. There are also depots at other major government buildings in Winnipeg and throughout the province. Services include sorting, weighing, metering, and pick-up of mail. Delivery of provincial government mail is also provided in Winnipeg.

During 1985/86, Postal Services sorted and distributed 3.4 million pieces of interdepartmental mail in Winnipeg, an increase of 700,000 pieces over the previous year. The average pick-up and delivery cost for each piece was 4¢. If this service had been provided through conventional means, the average cost to the province would have been 44¢. Overall savings to the government through distribution of its own mail was in excess of $1.5 million in 1985/86. The total postage expenditure incurred by Manitoba Government Services for departmental federal mail was $4,033,300, an increase of $232,800 over the previous fiscal year. In total, Postal Services handled 17 million pieces of mail during the 1985/86 fiscal year.

Postal Services develops mail handling procedures and evaluates requirements for various government programs. This past year, they provided consulting services to government departments on mail preparation and handling to ensure that mail is processed, received, and dispatched according to government of Canada postal regulations. They are also responsible for the acquisition and maintenance of postal equipment.

Project Services

The Project Services Division provides planning, project management, acquisition and design expertise in support of the department's property services. The division consists of three branches — Land Acquisition, Design, and Project Management. The accountabilities, accomplishments, and initiatives of each branch in 1985/86 follow.

Land Acquisition

The Land Acquisition Branch is the central agency responsible for the appraisal and acquisition of real property for all departments and most government agencies. The branch is also responsible for the disposal of surplus improvements and land. The offices responsible for processing Western Manitoba requirements are located in Brandon and Dauphin.

In 1985/86, the branch negotiated 432 acquisitions of property by mutual agreement and 91 through expropriation. The area covered by these acquisitions was in excess of 800 hectares, and the compensation amounted to $2,434,000. Since the creation of the branch in July 1965, it has acquired nearly 117,000 hectares of land for various government projects. The subsequent 21,518 mutual agreements paid out close to $82,000,000 in compensation. This figure does not include acquisitions by expropriation because true expropriations were not recorded as separate items.

During 1985/86, one major project involving Land Acquisition was the twinning of P.T.H. #75 between St. Adolphe and Ste. Agathe. Negotiations toward settlement of compensation continued on such projects as the new Air Canada Building; the proposed extension of Central Park; the redevelopment on the north side of Portage Avenue; the redevelopment on the north side of Logan Avenue; and the proposed redevelopment between the C.N. Station and the Red and Assiniboine Rivers. The single largest project during the year was the North Portage Redevelopment Project involving over 100 owners and tenants. The estimated compensation for property is in the vicinity of $30,000,000. Other major projects included the new bridge over the Red River north of Selkirk and the proposed twinning of P.T.H. #44 between P.T.H. #59 and Garson. Overall, the branch received 165 projects requiring the acquisition of some 574 parcels of land.

Land Acquisition is also involved in the disposal of surplus property. During the year, there were six disposals of land or buildings totalling over $74,000. This amount does not include the abandoned railway rights-of-way where property is sold at a flat fee per quarter section rather than at market value.

Land Acquisition recently underwent an operational study by an independent consultant. Certain changes in procedures and policies were recommended to enhance efficiency. The implementation of the recommendations is scheduled for 1986/87.

Design

The Design Branch is a multi-disciplinary design agency. It provides required in-house professional and technical services for programming, design, construction, and occupancy of new and existing government accommodation. The branch consists of three sections — Architecture, Engineering, and Interior Design. Since project design requirements are generally multi-disciplinary, the activities of these sections are highly interrelated and interdependent.

Design activity and production is directed and managed on an assigned project basis, normally in the order that requests for service are received. However, due to client needs or construction timing, other priorities may take precedent over the natural order of work.

The Design Branch generally undertakes smaller design projects, while private consultants traditionally are commissioned for major works. In 1985/86, branch activities included:

- completion of 213 architectural, engineering and design projects;
- completion of 297 furniture projects by Interior Design;
- completion of 135 signage projects;
- provision of conceptual project costs including all capital works considerations; and
- operation, maintenance, and expansion of the Provincial Art Program.

The branch's word-processing system, installed in 1984/85, became fully operational in 1985/86. This system expanded the existing administrative production of correspondence, construction specifications, project reporting, progress updates, artworks inventory, and similar data.

During 1985/86, very modest automated drafting equipment was acquired to investigate potential applications for Design Branch activity. A favourable experience with the equipment justified expansion to a modest computer-assisted drafting system. Staff are now being trained in the use and application of the new techniques. The potential for substantial improvement in production ability, quality, and volume is significant.

Project Management

There are four sections in the Project Management Branch — Project Managers, Planning and Leasing, Project Control, and Construction Contracts. The branch's objectives are threefold:

- to provide total management of projects within time, financial, and program constraints;
- to ensure the optimum utilization of all government accommodation; and
- to coordinate all project-related activities.

Project Managers

Project Managers are responsible for planning, organizing, coordinating, scheduling, and controlling work activities related to client projects. During 1985/86, the section managed 275 projects, completing 153 within this time frame. Fire and safety upgrading programs were continued at the Brandon and Selkirk Mental Health Centres, the Headingley Correctional Institution, and the Norquay Building.

During 1985/86, construction or renovation to five new government buildings was completed. This included the Barrow Provincial Building in Flin Flon; the Parkland Campus in Dauphin (Phase I); the Reception Building at Selkirk Mental Health Centre; and two northern nursing stations at Moose Lake and Grand Rapids. Substantial work was also completed on the Infotech Resource Centre in the former Deer Lodge School. In addition to these six projects, renovations commenced on the A.A. Heaps Building (a heritage building — formerly the Bank of Nova Scotia), the old Law Courts Building, and the Norquay Building. Particulars on some of the major projects follow:

Barrow Provincial Building — Flin Flon

Construction commenced in October, 1984 and was completed in May, 1986. The building was officially opened on July 4, 1986. Manitoba Government Services undertook this project to consolidate provincial government offices located throughout Flin Flon and to provide additional court space for the community.

The 2,765 square meter (19,000 sq. ft.) facility provides court space plus office accommodation for Manitoba Attorney-General; Community Services; Culture, Heritage and Recreation; Employment Services and Economic Security; Environment & Workplace Safety and Health; Highways and Transportation; and Natural Resources. Particular attention was paid to energy efficiency and conservation during the design stage. In addition, the building's overall aesthetics highlight the industrial environment of the Flin Flon community.

Contractor: Trident Construction Limited
Contract Amount: $2,260,000.
Consultant: The IKOY Partnership
Total Project Cost: $2,735,000.

Assiniboine Community College Parkland Campus (Phase I) — Dauphin

Manitoba Education's three-year program to expand and modernize job training through Manitoba's community colleges included the development of a network of regional centres to make post-secondary training more accessible.

In support of this initiative, Assiniboine Community College expanded its Parkland Campus satellite to provide a wider range of both academic and technical training to the Parkland Region. A building was purchased and renovations commenced in August, 1985. The new Parkland Campus was officially opened on March 7, 1986. The facility is approximately 1,858 sq. m. (20,000 sq. ft.). The first phase included 830 sq. m. (8,934 sq. ft.) in which offices, classrooms, resource centre, and student assistance centre were developed.
Contractor: Bird Construction Co. Ltd.
Contract Amount: $507,257.
Consultant: Manitoba Government Services
Total Project Cost: $1,114,259. (building purchase included)

Selkirk Mental Health Centre Reception Building

The renovations and fire/safety upgrading commenced in August, 1984 and were completed in October, 1985.
Contractor: Bockstael Construction (1979) Ltd.
Contract Amount: $1,417,592
Consultant: Snider Tomcej Architects
Total Project Cost: $1,922,750.

Moose Lake Nursing Station

Construction commenced in February, 1985 and the building was completed in October, 1985. The new facility replaces an older, outdated structure.
Contractor: Nor-Man Electrical/Mechanical Construction Ltd.
Contract Amount: $190,000.
Consultant: Manitoba Government Services
Total Project Cost: $217,000.

Grand Rapids Nursing Station

Construction commenced in July, 1985 and was completed in January, 1986. The new facility replaces an older, outdated house previously used as Manitoba Health's Nursing Station.

Contractor:	Austman Construction
Contract Amount:	$168,000.
Consultant:	Manitoba Government Services
Total Project Cost:	$180,100.

Information Technology Resource Centre — Winnipeg

This project involved the five-year rental of 3,260.97 sq. m. (35, 102 sq. ft.) of office and display classroom space from the St. James Assiniboia School Division Number 2. Renovations commenced in April, 1985 and were completed in September, 1985.

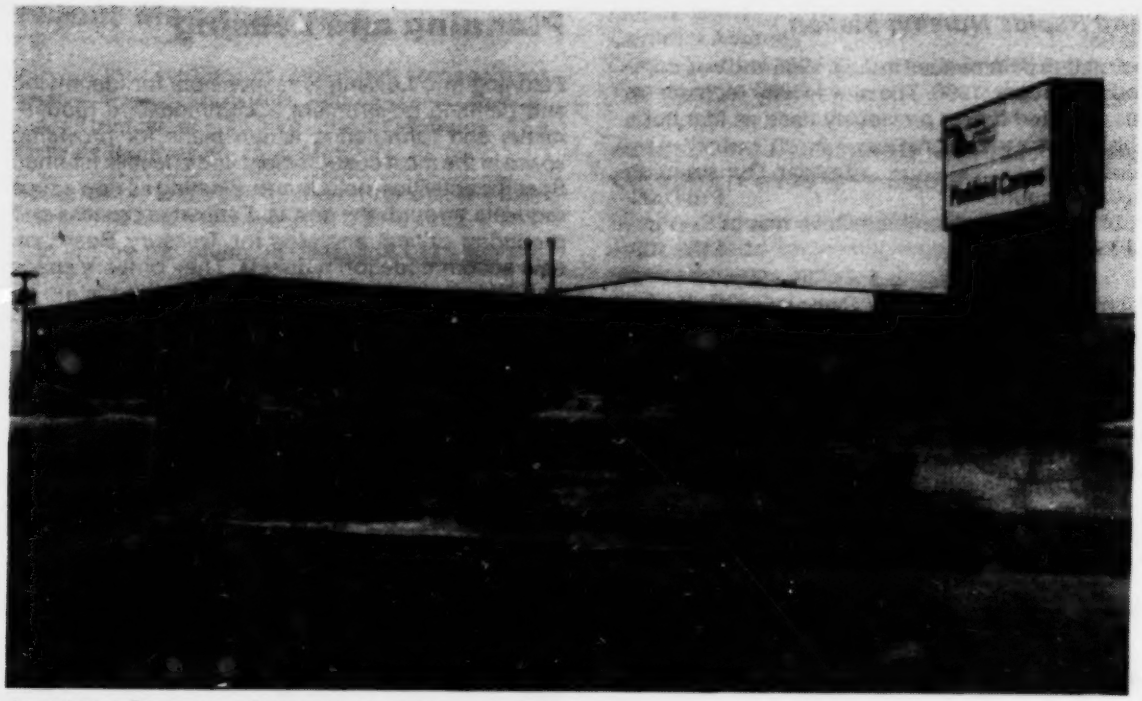
Contractor:	St. James School Division No. 2
Contract Amount:	$781,240.
Consultant:	St. James School Division/ Magnus Johnson Architects
Total Project Cost:	$1,266,740.

Planning and Leasing

Planning and Leasing is responsible for identifying and defining government accommodation requirements and formulating action plans for providing space in the most cost-efficient and effective manner. Specific activities include coordinating all new space requests through the annual Estimates process and preparing critical analyses for Treasury Board on new accommodation requests. They prepare space requirement programs; analyze accommodation alternatives; allocate leased and owned space for maximum utilization; conduct leased space market searches and rental negotiations; and prepare legal documentation of lease agreements. Planning and Leasing also maintains a space inventory on locations, configurations, and occupancies of accommodation under departmental control.

During 1985/86, Planning and Leasing prepared 97 submissions for approval of leased accommodation; 19 for new space requests; and 78 for renewal of existing leased premises. Space re-allocations and program restructuring enabled the cancellation of 14 previously leased locations, while formal lease documents were duly executed, or in the process of execution, for 60 rental arrangements. Figure #11 provides a year-end breakdown of accommodation leased on behalf of departments.

Front Entrance, Barrow Provincial Building, Flin Flon



Assiniboine Community College Parkland Campus, Dauphin

InfoTech Resource Centre, Winnipeg

Figure #11

Leased Accommodation on Behalf of Departments

as of March 31, 1986

Occupant/Client Department	Total Lease Area (Square meters)	Estimated Total Annual Value
A. Building Space Rentals		
Agriculture	5,742.95	508,812.
Attorney-General	5,173.09	658,512.
Business Development and Tourism	2,128.44	264,778.
Civil Service Commission	2,778.93	409,767.
Co-operative Development	990.31	122,890.
Community Services & Corrections	19,744.41	1,661,133.
Consumer & Corporate Affairs	562.97	54,530.
Crown Investments	323.77	47,919.
Culture, Heritage and Recreation	10,487.16	747,073.
Education	7,095.98	885,863.
Employment Services	10,618.07	1,118,339.
Energy & Mines	4,496.08	650,650.
Environment Workplace Safety & Health	1,845.79	267,134.
Executive Council	112.32	11,904.
External Agencies	190.45	15,887.
Finance	478.45	69,267.
Government Agencies	334.81	10,977.
Government Services	6,288.87	532,712.
Health	6,699.07	714,964.
Highways and Transportation	15,459.49	1,441,590.
Housing	4,289.57	528,305.
Industry, Trade and Technology	5,544.18	541,273.
Labour	1,177.71	120,233.
Legislation	885.89	135,080.
Municipal Affairs	1,514.12	162,865.
Natural Resources	19,468.44	1,795,116.
Northern Affairs	983.56	110,058.
Not Assigned	2,987.11	140,364.
Urban Affairs	282.89	52,527.
Building Space Totals	138,684.88m²	$13,780,522.
B. Land Only Rentals		
Agriculture	882.55	$ 3,250.
Crown Investments	111.48	3,600.
Environment Workplace Safety & Health	37.16	1,560.
Government Services	3,455.88	2.
Highways & Transportation	44,783.63	56,776.
Natural Resources	631.74	6,360.
Land Only Totals	49,902.44m²	$ 71,548.
C. Grand Totals:	188,587.32m²	$13,852,070.

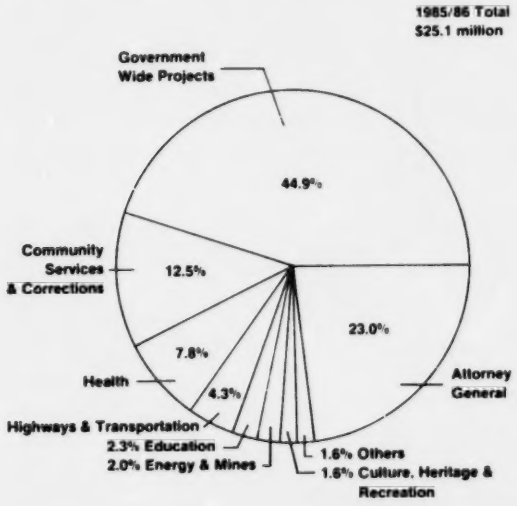
Project Control

Project Control is responsible for providing and maintaining a project cost and commitment system and for monitoring all projects undertaken by the Project Services Division. During 1985/86, the section processed 1,481 requests for service. Figure #12 depicts acquisition/construction expenditures administered by Project Services, on behalf of departments, during 1985/86.

Figure #12

Acquisition/Construction Expenditures Administered By Project Services Division On Behalf Of Departments

for the fiscal year ended March 31, 1986



Construction Contracts

Services provided by Construction Contracts include:

- obtaining bids for construction work;
- preparing construction contracts;
- processing order changes and progress payments;
- preparing professional and technical service contracts;
- processing consultant fee payments;
- attending to bonding, insurance, and liens holdback requirements for contracts; and
- advising consultants and departmental staff on government contract policy and practice.

Figures #13 and #14 list the consultants and contractors used for acquisition/construction projects during 1985/86. Appendix "C" lists the bids received during the fiscal year.

Figure #13

Fee Payments to Building Construction Consultants

for the fiscal year ended March 31, 1986

Name of Firm	Payments
Cooper Rankin Architects	$145,000.
Gaboury Associates	137,000.
GBR Associates	49,000.
H. Peter Langes Architect	190,000.
IKOY Partnership	50,000.
Marshall Haid Associates	7,000.
Murray Simpson Architect	29,000.
Number Ten Architectural Group	21,000.
Penner and Keeler Partners Ltd.	13,000.
Peter A. Moll	1,000.
Scouten Mitchell Sigurdson and Associates Ltd.	75,000.
Smith Carter Partners	37,000.
Snider Tomcej Architects	96,000.
The Prairie Partnership	102,000.
TOTAL	$952,000.

[1]The fee payment includes a substantial amount for disbursement to sub-consultants.

Figure #14

Payments to Construction Contractors

for the fiscal year ended March 31, 1986

Name of Firm	Payments
Austman Construction Ltd.	$ 165,000.
Basar Heating & Air Conditioning Ltd.	14,000.
B & D Plumbing & Heating Ltd.	155,000.
Bird Construction Co. Ltd.	1,607,000.
Bockstael Construction (1979) Ltd.	1,309,000.
Brandon Heating & Plumbing (1972) Ltd.	3,000.
Camco-Redboine (1979) Ltd.	16,000.
Dineen Construction Ltd.	3,471,000.
Exel Elevators Ltd.	28,000.
G.W. Turner Ltd.	23,000.
J. Derksen Industries Ltd.	2,000.
Jamieson-Judd Limited	3,000.
Kelsey Construction Co. Ltd.	125,000.
Kraft Construction Co. (1978) Ltd.	1,144,000.
Locker Flooring (1980) Ltd.	41,000.
Master Roofing Ltd.	37,000.
McMunn & Yates Building Supplies (1982) Ltd.	79,000.
Minish Construction Limited	2,000.
Nor-Man Electrical/Mechanical Construction Ltd.	217,000.
North End Roofing Ltd.	72,000.
Oakwood Roofing	2,000.
Pele Construction Ltd.	60,000.
Shorty's Fencing Ltd.	28,000.
St. Vital Plumbing & Heating Co. Ltd.	42,000.
T.R. Construction Ltd.	18,000.
Trident Construction Ltd.	1,486,000.
United Restaurant Supply Ltd.	32,000.
Westland Construction Ltd.	637,000.
Wheat City Roofing Ltd.	48,000.
Wm. Dyck & Sons (1978) Ltd.	437,000.
TOTAL	$11,303,000.

[2]The list includes only payments through the Construction Contracts Office of Project Management. Generally, it does not include payments on contracts with a value of less than $25,000.

Property Management

The Property Management Division provides technical construction and maintenance functions pertaining to the department's property management services. The division consists of six branches — Physical Plant, Life Safety and Health, Property Administrative Services, Property Support, Workshop/ Renovations, and Gimli Properties. The accountabilities, accomplishments, and initiatives of each branch in 1985/86 follow.

Physical Plant

The Physical Plant Branch is responsible for operating and maintaining government properties throughout Manitoba. The branch provides this service through four district offices located in Winnipeg, Brandon, Selkirk, and The Pas. More specifically, the branch operates and maintains government-occupied buildings including offices, court facilities, community colleges, health and correctional institutions, laboratories, greenhouses, and other miscellaneous properties.

As of March 31, 1986, 600 staff, assisted by private contractors, serviced approximately 930,000 square meters of building area. The branch provides planning, general maintenance, snow removal, and parking lot maintenance for government grounds, plus technical assistance, energy management, and consultative services for the design and renovation of new and existing buildings.

Physical Plant Branch highlights during 1985/86 include:

- increased emphasis on the enhancement of managerial and technical skills for Building Managers;
- utilization of a selective building cleaning program in government properties that has resulted in significant cost-savings;
- continued emphasis on Workplace Safety and Health regulations including development of an Electrical Safety Policy and the initiation of an extensive noise survey;
- computer analysis of expenditures and projections of energy and operating costs;
- with the cooperation of Manitoba Community Services and Corrections, continued utilization of inmate labor from the three major correctional facilities to undertake projects in grounds maintenance, building clean-up, and minor moving projects;
- on-going study of branch stores to ensure a uniform approach by all districts for the development of an acceptable and correct stores operation; and
- continued decentralization of district operations to provide increased responsibilities to line managers.

Technical and Energy Services

Technical and Energy Services provides professional and technical support to district Property Managers, Zone Managers, and Building Managers involved in Physical Plant operations. This support includes technical advice and supervision relating to energy conservation, operational techniques, system maintenance, and safety in government accommodation.

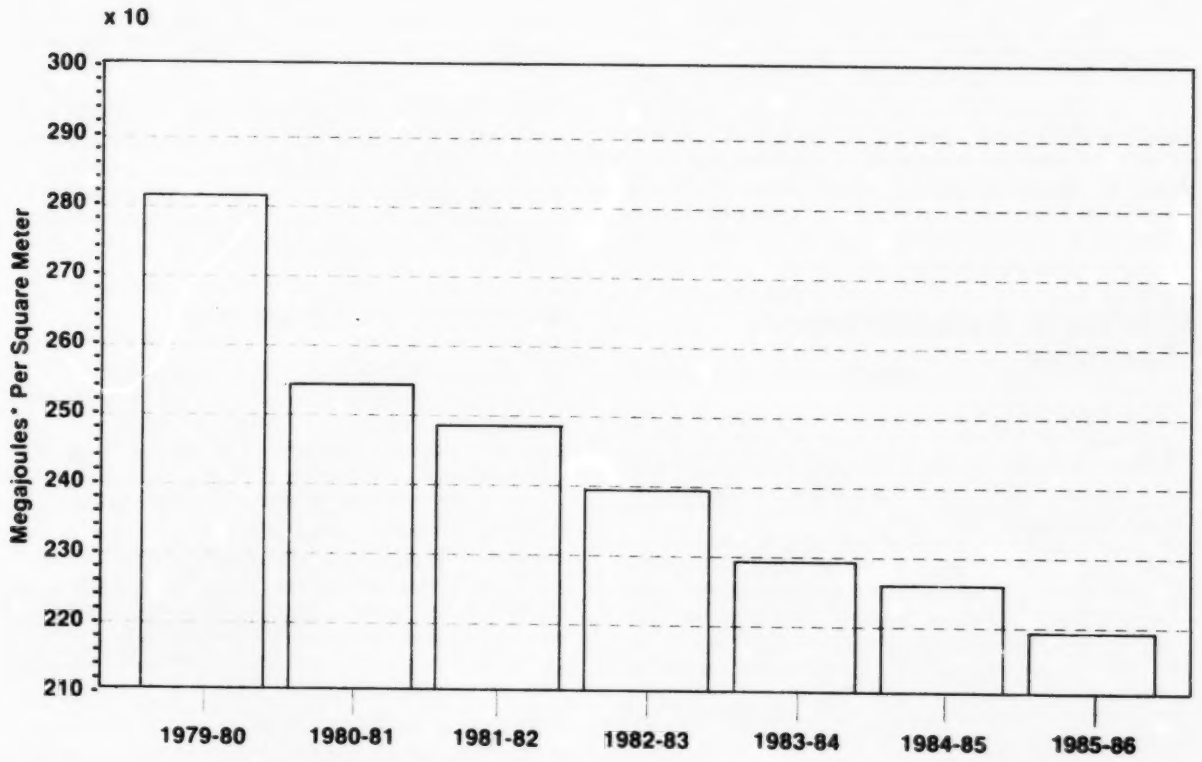
The section continued its aggressive Energy Management Program. During 1985/86, it achieved its objective of reducing energy consumption 22%, resulting in an estimated cost-avoidance of $1.9 million. As in previous years, with the cooperation of the Manitoba Government Employees' Association and building operations staff, they implemented proven energy conservation measures. These measures included:

- limiting building temperature to 18° C - 21° C during the winter season and 25° C - 29° C during the summer;
- reducing building domestic hot water temperature to 38° C;
- reducing lighting levels and using higher intensity lighting in work areas where required;
- reducing excessive exhaust air, thereby minimizing energy expended in the conditioning of air introduced from outside;
- modifying janitorial schedules to allow day cleaning, thus improving productivity and reducing the amount of time that lighting and ventilation are required;
- cycling parking lot plug receptacles during the cold periods when they are energized;
- installation of micro-electronic equipment to improve heating efficiency;
- utilization of automated systems to control the climate of buildings, thereby maximizing comfort while reducing costs;
- energy conservation recommendations for new construction and renovation projects; and
- development of energy-use targets for existing buildings.

Figure #15 depicts the reduction in energy consumption during the past seven years, as calculated across selected buildings.

Building Energy Performance Index (B.E.P.I.)

for the fiscal year ended March 31, 1986
with comparative figures for the previous six fiscal years



***MEGAJOULE**
— a unit of energy encompassing all forms of energy consumed, including gas, oil, and electricity.

Technical and Energy Services increased its technical assistance with Workplace Safety and Health matters in government premises. This assistance consisted of indoor air-quality monitoring and investigation of building environmental conditions.

Life Safety and Health

The Life Safety and Health Branch has the following objectives:

- to ensure Manitoba Government Services complies with Workplace Safety and Health regulations; and
- to develop and implement Workplace Safety and Health policies and procedures within the department.

Branch activities for the 1985/86 fiscal year included investigating and resolving 42 complaints concerning government employees' working environment; forming 12 Workplace Safety and Health committees; and monitoring all committee minutes. To date, the branch has established 14 such committees within the department.

Additional activities during the year involved developing and implementing the following policies and procedures:

- Electrical Safety;
- Protective Footwear;
- Industrial Protective Headwear;
- Working Alone; and
- Hearing Conservation and Noise Control.

During 1985/86, Emergency Evacuation procedures for the Woodsworth Building were updated. The first total evacuation of the building was conducted in the spring of 1986. The Life Safety and Health branch also developed a computerized resource library on all chemicals used by departmental employees in their work environment. Inquiries for information related to departmental chemical spills, disposal, and protective equipment are also the responsibility of the branch.

Property Administrative Services

The Property Administrative Services Branch is responsible for ensuring that existing administrative systems and processes are being maintained and new systems being developed according to departmental/divisional policies.

Branch activities include coordinating the division's budgeting, financial reporting, personnel administration, financial systems, and policy activities for field operations. Property Administrative Services is responsible for managing the automated services centre which provides support to the Property Management accounting system. They also provide staff training and micro-computer support.

Branch highlights for 1985/86 included the development of the Property Management accounting system and its implementation in the various administrative centres throughout the division. In addition, the branch planned a major upgrade to the main computing system. This upgrade will facilitate better communications and processing for the fourteen administrative offices currently on the system and improve accessibility to data bases.

Property Support

Property Support provides centralized support services to all Property Management branches as well as various government departments. The branch consists of four sections — Leased Properties, Security and Parking, Employee Housing, and Contracted Services.

Leased Properties

Leased Properties was established by Property Support in October, 1983. It is responsible for ensuring that both government and landlords fulfill the responsibilities of their leases. There are approximately 350 leasehold properties throughout Manitoba comprising 2,388,536 square meters (1,492,835 ft.) of building space and 859,460.8 square meters (537,163 ft.) of land.

The management accounting system for delivery of this service to government departments is now fully automated. The section has responded to numerous environmental problems and negotiated a number of improvements to various leasehold properties over the past year.

Security and Parking

Security and Parking provides security and protection for all major government properties in Manitoba, as well as assignment and enforcement responsibilities for all major parking facilities. The 1985/86 fiscal year saw a dramatic increase in security activity with more departments becoming security conscious in their day-to-day activities. Internal and physical surveys were requested at numerous government locations. Greater emphasis was placed on installation of technical and silent-alarm intrusion equipment at secondary and unpatrolled complexes. It is anticipated that this expansion will continue to escalate into the next fiscal year.

The demand for parking space in the Winnipeg core area remained high and various means of dealing with the situation are under review. More emphasis on enforcement was exercised to make access to the limited space as equitable as possible.

Security and Parking also operates a Tour Guide Program in the Legislative Building. In 1985/86 a total of 99,658 visitors were guided through the complex.

Employee Housing

Employee Housing manages and maintains government employee housing facilities throughout the province. During 1985/86, the program operated and maintained 117 units. Throughout the year, Employee Housing continued to implement a rental rate increase as calculated by a new formula approved by Treasury Board. The increase was phased in over an 18-month period with the final allotment due November 1, 1986.

Throughout the year the section upgraded and retrofitted existing units. Several heating systems were converted from oil to wood-electric, further reducing dependency on non-renewable resources.

Contracted Services

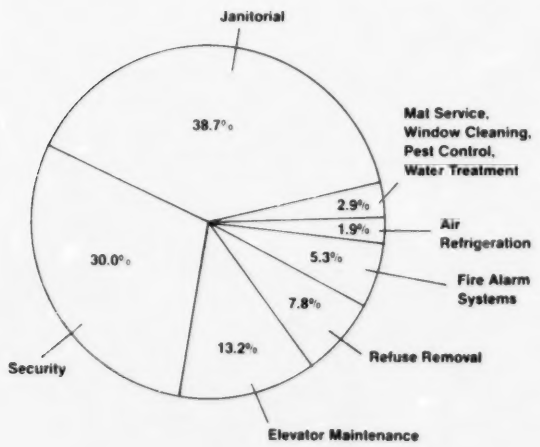
Contracted Services is primarily responsible for providing and obtaining services from the private sector in areas where the department is unable to supply them. The section's services include preparing contract documentation and specifications; public tendering; analysis and implementation; and regularly reviewing all maintenance service contracts. Services private contractors provide to government buildings include janitorial duty, elevator maintenance, refuse removal, pest control, window cleaning, air refrigeration equipment maintenance, cafeteria operation, and fire alarm systems and extinguisher maintenance. In 1985/86, a new contract service was introduced to provide maintenance for emergency power generators in various provincial buildings.

A continued decline in contract expenditures was mainly due to a further reduction in contracted janitorial services. In 1985/86, the total expenditure for contract services was $1,124,268. Included in this total was $234,063 for janitorial services to 64 leased locations. A breakdown of expenditures by type of contract is shown in Figure #16. During the fiscal year a total of 34 tenders were called. Appendix "D" summarizes the service contracts awarded.

Figure #16

Service Contract Expenditures

for the fiscal year ended March 31, 1986*



Total Contract Costs for 1985/86 — $1,124,268 includes janitorial service costs to leased locations of $234,063.

Workshop/Renovations

Workshop/Renovations provides construction, maintenance, renovation, millwork, electrical work, plumbing, painting, and furniture repair for government accommodation and employee housing. The branch acts as general contractor in renovation, maintenance, and alteration work at locations where general contractors are not available; where the scope of the work cannot be accurately detailed; or where work is of an emergency nature.

In 1985/86, Workshop/Renovations became decreasingly involved in major projects. A greater percentage of its work was for maintenance-related projects, miscellaneous projects, or requested services from other departments and agencies on a cost-recovery basis. Where possible, subtrade work was contracted to local contractors and local labour was employed.

Gimli Properties

Responsibility for the 616 hectare Gimli Properties was assumed by the government in September 1971 and assigned to Manitoba Government Services in 1975. The department is responsible for maintaining and operating this multi-purpose facility which includes 72 buildings; a 2,072 metre serviceable runway; the Canadian National Railways Training School; a motor-sport park; a water and a sewage treatment plant; wells and watermains; two heating plants; and an underground steam distribution system.

As of March 31, 1986, Gimli Properties' Aspen Park was turned over to Manitoba Housing. The 194 housing units in the Park area are being converted into a condominium development. Sixty units were retained by Manitoba Housing for rental purposes.

The Gimli Industrial Park Authority, comprised of the Executive Director of Property Management, Gimli Properties Manager, and a representative of Manitoba Business Development & Tourism, advises the Minister on various aspects of the Gimli Properties operation. An Advisory Committee, comprised of local business people, consults the Manager on matters affecting the local community. A list of tenants, as of March 31, 1986 is contained in Appendix "E."

Appendices

Appendix "A" — Land Value Appraisal Commission Annual Report

Appendix "B" — Manitoba Disaster Assistance Board Annual Report

Appendix "C" — Projects Tendered

Appendix "D" — Service Contracts Tendered

Appendix "E" — Gimli Properties Tenants

Appendix "A"

Manitoba

Land Value
Appraisal Commission

Room 1220
Imperial Broadway Tower
363 Broadway
Winnipeg, Manitoba, CANADA
R3C 3N9

(204) 945-3087

The Honourable Harry M. Harapiak
Minister of Government Services
Legislative Building
Winnipeg, Manitoba
R3C 0V8

Mr. Minister:

On behalf of the Commission, I am pleased to submit the report of the Land Value Appraisal Commission for the year ended March 31, 1986.

Public hearings were held in the Imperial Broadway Tower, 363 Broadway, Winnipeg. Out-of-town public hearings were held at a time and place requested by the owner or acquiring authority. In addition, the Commission met to inspect property, deliberate on evidence given at public hearings, and make decisions. The following is a summary for the period April 1, 1985, to March 31, 1986:

	Hearings & Meetings	Properties
Winnipeg	97	160
Onanole	1	2
Swan River	1	2
	99	164

The Commission held public hearings in connection with land being acquired by the Land Acquisition Branch for the departments of Manitoba Agriculture, Government Services, Highways and Transportation, Housing, Natural Resources, Northern Affairs, Urban Affairs, and in connection with land acquired by the Manitoba Energy Authority, Manitoba Public Insurance Corporation, Water Services Board, and the Village of Riverton. The Commission also certified market value for the residences of 14 transferred government employees.

There were 85 owners present at public hearings and 96 owners were represented by counsel. There were 24 contentious cases and 140 agreements for a total of 164 properties considered by the Commission and a total of 158 certificates of compensation were issued. Fourteen cases required more than one sitting in order to hear the complete evidence: one for the Village of Riverton; two for Manitoba Highways; three for Manitoba Government Services; and eight for Manitoba Urban Affairs.

The Director of the Land Acquisition Branch is empowered to accept agreements on which settlements of less than $5,000 are reached with owners. The Commission briefly reviewed these files each week to keep fully informed of all acquisitions. There were a total of 370 properties covered in this category.

It is frequently difficult to reconcile differences between the acquiring authority and the owner. The Commission has endeavoured to render fair judgments of compensation in these cases. Any doubt is usually resolved in favour of the property owner.

The Commission appreciates the cordial relationship which exists with Mr. deZeeuw and the staff of the Land Acquisition Branch. The Commission's Secretary, Mr. Krutish, and his staff have discharged their duties efficiently.

My colleagues, Vice-Chairperson G. Kost, Messrs. Milner, Lamoureux, Sterling and Ateah, have been conscientious and co-operative in their duties as Commission members.

All of which is respectfully submitted,

Cameron Harvey

Cameron Harvey, Q.C.
Chairperson

Appendix "B"

Manitoba

Government Services

Manitoba Disaster
Assistance Board

207 Donald Street
Winnipeg, Manitoba, CANADA
R3C 1M5

(204) 945-3050

The Honourable Harry M. Harapiak
Minister of Government Services
Legislative Building
Winnipeg, Manitoba
R3C 0V8

Dear Mr. Minister:

On behalf of the Board, I am pleased to submit the report of the Manitoba Disaster Assistance Board for the year ended March 31, 1986.

During the past year, the Board has completed the following disaster assistance programs:

a) 1983 spring flooding in the Dauphin, Swan River, Gilbert Plains, Ethelbert, and Minitonas area;

b) April 27 and 28, 1984, ice storm throughout Manitoba; and

c) basement flooding in the Village of Elie and City of Winnipeg on June 16, 21, and 22, 1984.

The Board has also been involved in the following disaster assistance programs which have been carried over to the next fiscal year:

a) flooding in the Ethelbert area in June, 1984; and

b) basement flooding in the Towns of Selkirk and Steinbach as a result of heavy rains on August 17 and August 23, 1985, respectively.

In addition, the Board investigated nine other reported incidents throughout the province, but found they did not qualify for disaster assistance.

The Board also produced two final reports for your consideration during the past year. One was *Windstorm, Tornado Loan Assistance Program — 1984* and the other was *Ice Storm in Manitoba — 1984.*

A major change implemented by the Board this past year was the revision of the accounting and auditing procedures. Part of the new procedure involved the Board's staff taking responsibility for the administrative tasks previously performed by an outside accounting firm. This resulted in significant savings for the province and has increased the efficiency in processing claims.

The Board standardized many of the forms and compensation guidelines for inclusion in a future Manual of Administration. When completed, this manual will be a comprehensive reference covering all aspects of the Board's operation.

With the assistance of the Engineering and Construction Branch of the Department of Natural Resources, the Board revised the public sector guidelines to allow a minimum allowable claim for bridges and culverts which have exceeded their life expectancy but were still in use. This change in policy recognized the need to assist municipalities which lost these structures in a disaster and could not afford replacement.

The Board began amending the Manitoba Disaster Financial Assistance Policy and Provincial Guidelines and Interpretations to provide greater clarity and improvements. These amendments should be made available in the coming year.

The Board appreciates the work of the Secretary, Mr. Joseph Masi, and his staff who have discharged their duties efficiently.

My colleagues, Vice-Chairperson, Mr. G. Willis Ayers, and Board Member, Mr. Rudy A. Regehr, have been conscientious and cooperative in their duties.

Respectfully submitted,

Albert St. Hilaire
Chairperson

Appendix "C"

Construction Projects Tendered Valued At $25,000 And Over[1]

for the fiscal year ended March 31, 1986

**Indicates Award of Contract*

Location and Project	Amount Tendered
Winnipeg Law Courts Building (Renovations)	
*Dineen Construction	$10,544,646
PCL Construction	10,689,000
V.K. Mason	10,689,700
Bird Construction	10,776,344
Kraft Construction	10,795,000
Trident Construction	10,990,000
Grand Rapids Nursing Station (Construction)	
*Austman Construction	169,898
Nor-Man Electrical/Mechanical	178,107
Bonavista Builders	191,497
Trident Construction	195,000
Anders Construction	199,513
Westland Construction	203,512
P.B.S. Builders	206,638
S. Hansen Builders	209,869
Cinch Construction	210,946
F.W. Sawatzky Ltd.	224,526
Pace Greentree	235,236
Vidir Lumber	235,467
D. Barkman Construction	250,819
Egg Lake Rehabilitation Camp (Concrete)	
*Nor-Man Electrical/Mechanical	49,897
Westland Construction	49,940
Cinch Construction	58,971
Trident Construction	85,000
Egg Lake Rehabilitation Camp (Mechanical)	
*B & D Plumbing & Heating	176,887
Turner Plumbing & Heating	178,174
Nor-Man Electrical/Mechanical	194,062
Atikokan Plumbing & Heating	139,991
(The low bidder withdrew.)	
Dauphin Highways Complex (Masonry Repairs)	
*McMunn & Yates	78,849
T.R. Construction	85,278
Selkirk Psychiatric Institute (Fire And Safety Upgrading)	
*Bockstael Construction	$1,044,000
Kelsey Construction	1,086,911
Westland Construction	1,092,080
Bird Construction	1,106,439
Pace Greentree Builders	1,110,608
Pele Construction	1,146,000

[1]*The projects tendered in this Appendix include both long-term and short-term projects.*

Appendix "C"

Projects Tendered Valued At $25,000 And Over (cont'd)

for the fiscal year ended March 31, 1986

**Indicates Award of Contract*

Location and Project	Amount Tendered
Dauphin Parkland Campus, Assiniboine Community College	
*Bird Construction	507,257
T.R. Construction	514,365
Kelsey Construction	519,986
McMunn & Yates	556,999
Altoba Development	567,356
Winnipeg — A.A. Heaps Building	
*Bird Construction Company Limited	3,034,266
PCL Constructors Western Inc.	3,170,000
V.K. Mason Construction Limited	3,184,700
Westland Construction Limited	3,218,821
Kelsey Construction Company Limited	3,309,676
Kraft Construction Company (1978) Ltd.	3,330,000
Trident Construction Limited	3,710,500
Winnipeg-Norquay Building Upgrading (Metal Fabrication)	
*Shopost Iron Works	29,878
Empire Iron Works	29,024
(The low bidder did not meet the specification requirements)	
Norquay Building Upgrading (Hollow Metal Doors)	
*Steldor	119,668
Allmar Distributors	124,386
Norquay Building Upgrading (Finish Hardware)	
*Steldor	124,695
Allmar Distributors	126,234
Winnipeg-Norquay Building Upgrading (Fire Detection System)	
*O.G. McEwen	$92,432
Transalta	99,944
Simplex	139,000
Edwards	58,300
(The low bidder did not meet the specification requirements)	
Norquay Building Upgrading (Air Balancing)	
*Air Movement & Mechanical Services	49,200
DFC Mechanical	53,500
AHS Testing	54,000
Norquay Building Upgrading (Ceiling System)	
*D. Phillips Acoustics	98,769
Twin City Drywall	117,350
C.D. Drywall	124,116
Norquay Building Upgrading (Mechanical)	
*Camco-Redboine	484,600
I.V.C. Ltd.	554,587
Basar Heating and Air Conditioning	598,762
Crosstown Heating and Ventilation	607,346

Appendix "C"

Projects Tendered Valued At $25,000 And Over (cont'd)

for the fiscal year ended March 31, 1986

**Indicates Award of Contract*

Location and Project	Amount Tendered
Churchill Town Centre (Re-roofing)	
*Advance Roofing	116,980
Flynn & Associates	117,690
Master Roofing	121,774
M.J. Roofing	124,000
Oakwood Roofing	125,298
Selkirk Mental Health Centre (Re-roofing)	
*North End Roofing	72,376
Flynn & Associates	79,484
Transcona Roofing	83,748
Advance Roofing	87,850
Lansard Bros.	92,417
Oakwood Roofing	94,531
Emond Roofing	98,950
Master Roofing	99,490
Headingley Correctional Institution (Stair Enclosure)	
*Pecor Construction	$209,800
Pele Construction	216,200
Hadath Construction	221,950
Gel-Mar Construction	222,249
Peter Leitch Construction	233,700
S. Hansen Builders Ltd.	234,000
Red Lake Construction	241,000
Kingsgrove Construction	255,917
Westland Construction	187,433
(The low bidder withdrew.)	
Thompson Office Building (Courtrooms)	
*Kelsey Construction	81,361
Nor-Man Electrical/Mechanical	83,846
Altoba Development	87,900
Landers Construction	88,785
LaFurlane Construction	91,768
Malcom Construction	99,800

Appendix "D"

Service Contracts Tendered

for the fiscal year ended March 31, 1986

**Denotes Award of Contract*

Service	Location		Company or Proprietor	Contract Amount
Catering (three year contracts)	Provincial Building Portage la Prairie	*	Bradley R. McKay	Only tender received
	Robert Fletcher Building 1181 Portage Avenue Winnipeg	*	Continential Caterers	
			Manor House	
			G.P. Catering	
			Lavco Food Services	
			Versa Food Services	
			Food Systems Management	
			In-plant Food Services	
			CNIB Cater Plan	
			Ritz Foods	
	Highways Services Bldg. 1075 Portage Avenue Winnipeg	*	Lavco Food Services	
			G.P. Catering	
			Versa Food Services	
			Continential Caterers	
			CNIB Cater Plan	
			Ritz Foods Ltd.	
			Manor House	
			In-Plant Food Services	
	Norquay Building 401 York Avenue Winnipeg	*	Continential Caterers	$2,000/Month Reimbursement
			Versa Food Services	
			CNIB Cater Plan	
			Integ Food Services Ltd..	
			Ritz Foods Ltd.	
			Manor House	
			G.P. Catering	
			Lavco Food Services	
	Woodsworth Building/ Legislative Building Broadway Avenue Winnipeg	*	Ritz Foods Ltd.	$4,000/Month Reimbursement
			Lavco Food Services	
			Integ Mgmt. Support Serv.	
			V.S. Services Ltd.	
			Beaver Foods Ltd.	
			C.N.I.B. Cater Plan	

Appendix "D"

Service Contracts Tendered (cont'd)

for the fiscal year ended March 31, 1986

'Denotes Award of Contract

Service	Location		Company or Proprietor	Contract Amount
Janitorial (two year contracts)	Provincial Building Thompson	*	Lima Janitorial	$69,072.00
			Santos Janitorial	70,664.88
			Gordon A. MacEachern	74,665.00
	Float Plane Base and Airport, Thompson (Tendered for Manitoba Highways & Transportation)	*	Schmid's Janitorial	3,600.00
			Lima Janitorial	6,480.00
			Gordon A. MacEachern	8,784.00
			Santos Janitorial	14,400.00
	Memorial Park Washroom (6 month contract)	*	Trueman Custodial	1,119.00/mth
			Deep Janitorial	1,365.00
			Reliance Cleaning	1,584.00
			Major & Minor Janitorial	1,800.00
			Bee Clean	1,960.00
			Expert Building Cleaning	2,139.00
			J & R Cleaning	2,150.00
			Oxford Bldg. Cleaning	2,174.00
			C.A.M. Janitorial	2,185.00
			G & M Janitorial	2,350.00
			M.A.G. Enterprises	2,442.00
			Ex-Stract Building Maintenance	2,970.00
			Bob Houssin Services	4,500.00
			Dyna-Pro Enterprises	4,725.00
	Keewatin Community College	*	G & G Janitorial	62,903.76
			Davidson's Janitorial	65,670.00
	Manitoba Highways & Transportation Engineering Office Brandon	*	Accurate Carpet Care	8,856.00
			Bee Clean, Brandon	15,480.00
			More-Clean	19,080.00
	108-18th Street Brandon	*	Accurate Carpet Care	5,256.00
			Bee Clean, Brandon	5,400.00
			More-Clean	9,240.00
	2022 Currie Boulevard Brandon	*	Accurate Carpet Care	8,232.00
			Bee Clean, Brandon	10,440.00
			More-Clean	16,680.00
	139 Hamelin Street Winnipeg	*	Bravo Janitorial Services	10,800.00
			Expert Building Cleaning	13,267.80
			Major & Minor Janitorial Services	16,782.00

Appendix "D"

Service Contracts Tendered (cont'd)

for the fiscal year ended March 31, 1986

**Denotes Award of Contract*

Service	Location		Company or Proprietor	Contract Amount
Janitorial (two year contracts)	1383 Whyte Avenue Winnipeg	*	Clean & Tidy Cleaning Ltd.	$10,800.00
			Bee-Clean	11,946.24
			Bravo Janitorial	12,480.00
			PML Maintenance	15,576.00
			Interior Cleaning	18,600.00
	Flin Flon Provincial Building	*	MK Janitorset Cleaners	33,600.00
			Northern Janitorial	37,704.00
			Rose's Carpet Cleaners	52,800.00
			Sandi M. O'Brien	180,000.00
	Parkland Regional Development Training Centre	*	Clark's Cleaning	13,080.00
			Marjes Suderman	19,800.00
Janitorial (Month-to-Month)	Hamiota Agricultural Building	*	Hudson Dale	285.00
			Charles Bell	300.00
			John & Irene Thomas	400.00
			Glen McFaddin	440.00
			Tina Naslund	450.00
			Larry Oakden	450.00
			Edgar Higgens	600.00
			Kevin Pedlow	625.00
Carpet Cleaning (one-time contract)	Westrow Mall Building	*	Golden & Herb	800.00
			Clean & Tidy Cleaning Ltd.	1,020.00
			Bee Clean Janitorial	1,100.00
			Courtesy Carpet Cleaners	1,600.00
			Oreanna Investments Ltd.	2,000.00
	Dublin Square Building	*	Golden & Herb	1,680.00
			Clean & Tidy Cleaning Ltd.	2,142.00
			Bee Clean Janitorial	2,310.00
			Courtesy Carpet Cleaners	3,780.00
			Oreanna Investments Ltd.	4,200.00

NB: Both carpet cleaning contracts were tendered simultaneously to Golden & Herb as the lowest bidder. After commencement of the work their contract was terminated. The contract was then completed by the second lowest bidder, Clean & Tidy Cleaning Ltd.

Appendix "D"

Service Contracts Tendered (cont'd)

for the fiscal year ended March 31, 1986

'Denotes Award of Contract

Service	Location		Company or Proprietor	Contract Amount
Refuse Removal (two year contract)	Memorial Park Washroom (six month contract)	*	Laidlaw Waste Systems	$2,880.00
			Joe's Cartage	3,156.00
			Browning-Ferris.	7,800.00
	Brandon Locations	*	Overland Construction	25,417.44
	Agassiz Youth Centre	*	Robert Werbiski	6,360.00
			B.F.I. Waste Systems	6,600.00
	Portage Correctional Institution	*	Robert Werbiski	5,160.00
			B.F.I. Waste Systems	5,328.00
	Winnipeg — Various Locations Zone I #1	*	Browning Ferris	5,864.00
			Breezeway	6,552.00
			Laidlaw	9,072.00
	Winnipeg — Various Locations Zone I #2	*	Browning Ferris	24,254.40
			Breezeway	27,672.00
Emergency Power Generators (five year contracts)	Central Power House	*	Pritchard Engineering	25,571.00
			Midwest Diesel	46,654.00
			Keewatin Electric	92,571.00
	Headingley Correctional Institution	*	Pritchard Engineering	18,486.00
			Midwest Diesel	22,116.00
			Keewatin Electric	46,594.00
	Woodsworth Building	*	Midwest Diesel	21,659.00
			Pritchard Engineering	21,928.00
			Keewatin Electric	39,119.00
	W.M. Ward Technical Services Laboratory	*	Pritchard Engineering	18,996.00
			Midwest Diesel	20,729.00
			Keewatin Electric	36,832.00
	Provincial Building Portage la Prairie	*	Midwest Diesel	17,164.00
			Pritchard Engineering	21,175.00
			Keewatin Electric	37,077.00
	Provincial Building Dauphin	*	Midwest Diesel	21,077.00
			Pritchard Engineering	21,119.00
			Keewatin Electric	40,007.00
Emergency Power Generators (five year contracts)	Keewatin Community College, The Pas	*	Pritchard Engineering	$22,906.00
			Midwest Diesel	29,577.00
			Keewatin Electric	60,864.00
	Courthouse & Correctional Institution, The Pas	*	Midwest Diesel	18,787.00
			Pritchard Engineering	21,756.00
			Keewatin Diesel	64,608.00
Walk-off Mats (two year contract)	Assiniboine Community College/Fire College, Brandon	*	Quincy Carpet	$52.50/wk.
			Perth Services Ltd.	62.50
			Canadian Linen	70.00

Appendix "E"

Gimli Properties Tenants

as of March 31, 1986

Tenants	Usage
A & S Sheet Metal	sheet metal work
Aero Consulting	engineering consulting
Airport Radio and TV	radio & TV repair
Bailey, Ross	storage only
CN Rail Transportation	training school for dispatchers and engineers
Cherniak, J.	rental of farmland
Department of Consumer and Corporate Affairs	storage only
Department of Natural Resources	interlake office for Manitoba Natural Resources
Department of National Defence	air cadet summer training program
Faroex Ltd.	manufacturer of fibreglass animal enclosures
Gimli Boat Works	production of aluminum boats
Gimli Motors	storage only
Gimli Small Engine	repair of small engines
Halls Appliance	storage only
Interlake Aviation	aircraft sales & flying instruction
Interlake Human Resources Opportunity Centre	human development
Lake Agassiz Marine	boat and engine repair services
Lake Winnipeg Boat Works	production of wooden & fibreglass boats
Lamm, Barney	balloon storage
National Research Council	stratospheric studies
Nunasi Central Airlines	overhaul of aircraft and charter service to the North
Rural Municipality of Gimli	bowling alley
64035 Winnipeg Ltd. (Dimar)	driving school
Skyline Maintenance and Avionics Ltd.	aircraft sales, equipment & service
Western Canada Aviation Museum	airplane museum
Windale Investments Ltd.	nine-hole golf course
Winnipeg Sports Car Club	motor vehicle races